

# St. Andrews

PRESBYTERIAN COLLEGE



## The Saltire

The Official Student Handbook  
of

St. Andrews Presbyterian College

2004-2005



# THE SALTIRE

THE OFFICIAL STUDENT HANDBOOK OF  
ST. ANDREWS PRESBYTERIAN COLLEGE

2004-2005

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# THE SALTIRE

The SALTIRE is the cross in the form of the one on which St. Andrew suffered. It is borne on the banner of Scotland and is part of our school seal.

As the medieval knight carried the Saltire on his shield to aid him in battle, this SALTIRE is for

**YOU**

to take into action at  
**St. Andrews Presbyterian College.**

The SALTIRE contains the essential information and guidelines you will need to follow as a member of the St. Andrews community. Each St. Andrews Student has the responsibility to become familiar with the information contained in this handbook. Your SALTIRE also contains a planner for your convenience with key academic, athletic and entertainment events noted daily.

Please read the SALTIRE thoroughly, for you will be held responsible for its contents.

\*\*\*The College reserves the right to make changes in procedures, policies, rules and regulations, and structures as necessary for the well-being of the College community.



# THE SALTIRE

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# WHERE TO GO FOR HELP

## IN CASE OF EMERGENCY:

<u>Contact</u>	<u>Building</u>	<u>Phone</u>
<u>ON-CAMPUS</u>		
Campus Safety & Security	Belk/downstairs	Ext 5111
Health & Wellness Center	HWC	Ext 5040
<u>OFF-CAMPUS</u>		
General Local Emergency		9-911
Laurinburg Police Department		9-276-3211
Laurinburg Fire Department		9-276-1811
Scotland Memorial Hospital		9-291-7000

## FOR CAMPUS ASSISTANCE:

<u>Contact</u>	<u>Building</u>	<u>Phone</u>
Academic Records	LA 133 (Registrar)	Ext 5221
Automobile/Bicycle Registration	Belk/downstairs (Campus Safety & Security)	Ext 5112
Reporting Theft	Belk/downstairs (Campus Safety & Security)	Ext 5112
Cashing Checks (under \$25)	Bookstore	Ext 5308
Class Registration (Registrar)	LA 133	Ext 5221
Clubs/Organizations Information	Belk/OSA (Director, Student Activities)	Ext 5148
Community Honor Code Violations	Belk/OSA (Dean of Students)	Ext 5145
Computer Services	LA 174 (Helpdesk)	Ext. 5014
Career Services	HWC	Ext 5040
College Chaplain	Belk/OSA	Ext 5146
Counseling	HWC	Ext 5040
Disability Services	LA A-5	Ext 5331
Financial Aid	LA 188	Ext 5560
Graduate School Information	HWC (Career Services Center)	Ext 5040
Guests on Campus	Belk/downstairs (Campus Safety & Security)	Ext 5112
Health Services	HWC	Ext 5040
Housing Information	Belk/OSA	Ext 5145
Albemarle RD	Richard Schueler	Ext 5120
Burris RD	Carlie Smith	Ext 5140
Concord RD	Stephen Belderer	Ext 5480
Granville RD	Carlie Smith	Ext 5140
Mecklenburg RD	Tangula Diggs	Ext 5109
Orange RD	Chris Chaffinch	Ext 5130

<i>Pate RD</i>	<i>Tangula Diggs</i>	<i>Ext 5109</i>
<i>Wilmington RD</i>	<i>Tina Gonsalves</i>	<i>Ext 5170</i>
<i>Winston-Salem RD</i>	<i>John Watson</i>	<i>Ext 5150</i>
Judicial Affairs	Belk/OSA	Ext 5145
Intramural Activities	Belk/OSA	Ext 5148
Lost & Found	Belk/downstairs (Campus Safety & Security)	Ext 5112
<i>Lost IDs</i>	<i>Belk/OSA</i>	<i>Ext 5145</i>
Parking/Traffic Tickets		
(Campus Safety & Security)	Belk/downstairs	Ext 5112
(Business Office)	LA 138	Ext 5222
Party Permits	Belk/OSA (Director, Student Activities-See Party Guidelines)	Ext 5148
Physical Education Facilities	PE Center	Ext 5274
Publications		
<i>Cairn (literary magazine)</i>	<i>LA</i> (St. Andrews College Press Office)	<i>Ext 5310</i>
<i>Lance (newspaper)</i>	<i>LA</i> (Communications Office)	<i>Ext 5670</i>
<i>Lamp &amp; Shield (yearbook)</i>	<i>LA</i> (Communications Office)	<i>Ext 5670</i>
Reserving Rooms on Campus	LA/Development Office	Ext 5662
Residence Hall Personal Problems	Belk/OSA (also consult YOUR Resident Assistant and/or Resident Director)	Ext 5145
Residence Hall Maintenance Problems		
(Work Order Hotline)	leave message	Ext 5411
(Report in Residence Life)	Belk/OSA	Ext 5145
Sales or Solicitation on Campus		
<i>Dean of Students (residential)</i>	<i>Belk/OSA</i>	<i>Ext 5145</i>
<i>Business (academic side)</i>	<i>LA 138</i>	<i>Ext 5222</i>
Transferring/Transfer of Credits	LA 133 (Registrar)	Ext 5221
Withdrawal from Class	LA 133 (Course professor, Faculty Advisor, Registrar)	Ext 5221
Withdrawal from College	Belk/OSA (Office of Student Affairs, Faculty Advisor, Registrar)	Ext 5145
Working Off-Campus	HWC (Director, Career Services)	Ext 5040
Working on-Campus		
(Student Financial Planning)	LA 188	Ext 5562
(Business Office)	LA 138	Ext 5222
(Director of Food Service)	Belk/Cafeteria	Ext 5577

## INTRODUCTION

### STATEMENT OF PURPOSE OF ST. ANDREWS PRESBYTERIAN COLLEGE

St. Andrews Presbyterian College is a four-year, church-related, coeducational liberal arts and sciences institution, serving traditional and non-traditional students from diverse national, ethnic, and socioeconomic backgrounds. The College offers residential and non-residential undergraduate degree programs, certification programs, and special training programs. One of the first campuses designed to be accessible, St. Andrews takes particular pride in its historical commitment to accommodating students with disabilities.

St. Andrews breaks down intellectual and interpersonal barriers as well. In its academic programming, the College builds bridges across disciplines, developing students' abilities to understand the multiple perspectives necessary for addressing complex problems. Members of the faculty work cooperatively as teachers and advisors, while maintaining a commitment to scholarship and professional development in their disciplines. Through its integrated curriculum, the College seeks to graduate informed, articulate individuals, able to live and work productively in an expanding global community. Major programs further provide students with a depth of knowledge and with proficiency in the tools and techniques of at least one academic field, supplemented by an awareness of the questions of value implicit in all vocations.

As a College of the Church, St. Andrews embraces values deeply rooted in the Christian tradition: respect for the dignity of all persons; responsibility toward our natural and social environments; openness toward dialogue with other spiritual traditions. True to the historical Presbyterian commitment to intellectual inquiry, St. Andrews views critical exploration in all disciplines as compatible with faithful living, insisting that faith without knowledge risks fanaticism, and knowledge without faith risks cynicism.

St. Andrews understands genuinely successful academic communities to be inclusive and student-centered. Responding to the needs of diverse learning constituencies, the College offers educational and residential environments, which enhance the academic enterprise through an array of career, technological and other support services. Due regard for healthy life-styles and physical well-being is encouraged through athletic programs and the core curriculum. The College builds bridges to communities and the world of work beyond the campus, promoting experiential learning through internships, community service activities, and international travel/study abroad.

Finally, St. Andrews builds bridges to the future, believing that both institution and individual require openness and flexibility to adapt to rapid change. The College therefore engages in systematic self-evaluation in order to maintain dynamic and relevant programs. It further encourages all members of its community to practice habits of lifelong learning and personal growth. (Approved by the Faculty and the Board of Trustees, June 4, 1999)

## THE CODE OF CONDUCT FOR THE ST. ANDREWS COMMUNITY

(Accepted by the St. Andrews Community, Spring 1996)

### Preamble

All members of the St. Andrews College Community must be responsible for their choices of behavior and make sure that these behaviors do not infringe upon other community members.

The College has the authority and responsibility to establish rules and standards, which may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with students, and as much as possible, they all are encouraged to resolve conflicts of individual rights and responsibilities themselves. The College will become involved, however, when a student cannot resolve a conflict her/himself; when there exists a reasonable basis to believe that local, state or federal laws have been broken; when there could be or is potential for personal harm or property damage; or when there exists a reasonable basis to believe that College conditions or policies have been violated.



St. Andrews requires students to obey local, state and federal laws. The College does reserve the right to hold responsible students whose behavior either on or off campus blemishes the College's general image or reputation, or otherwise evidences disregard for the safety, well-being or rights of others. If a student is involved in an illegal act off campus, the College does reserve the right to initiate disciplinary action.

## COMMUNITY HONOR CODE

**I promise to be a contributing member of the St. Andrews Presbyterian College community and supportive of its mission:**

- **To be responsible for my choices of behavior,**
- **To be honest in all my academic endeavors,**
- **To be respectful of the property and person of others,**
- **And to live in harmony with the social and natural environments which sustain this community.**

## STATEMENT OF STUDENT RIGHTS AND PRIVILEGES

St. Andrews is an academic and residential community dedicated to the development of the individual. All members of the St. Andrews community are guaranteed certain rights and privileges so long as they abide by the conditions for membership in this community. For students these rights include, but are not limited to:

*A. The right to an education.*

This includes the reasonable and legal use of all services and facilities intended for the purposes of development and growth.

*B. The right to study and live in a safe environment in accord with the purposes of the college; the freedom to live in comfortable surroundings without fear, without humiliation and without destruction or diminution of self-esteem, integrity and personal character.*

*C. The right to safety of persons and property.*

All individuals have the right to personal safety, to be free from offensive, riotous, unruly or disruptive behavior on the part of others. Included in this is the freedom from personal force, violence, and threats of personal abuse or harassment either as individuals or groups.

*D. The right to privacy of information.*

Individuals have a right not to have personal information displayed in public. Specific policies governing this right may be found in the "Family Educational Rights and Privacy Act. (See Appendix Section.)

*E. The right to pursue exercises of individual appreciation and to examine and discuss questions of interest.*

Students have the right to show support for any issue of general concern, to express opinions in a public manner, to participate or attend any public event, to pursue any line of inquiry so long as such an expression does not interfere with the rights of other Community members (including the other's ability to participate in the Community).

*F. The right to be free to struggle with principles of conduct in an effort to determine their place within the St. Andrews Community.*

In order to provide for a community and a sense of shared governance, individuals have the ability to decide what their role will be in the Community. The scope of possibilities is not narrowed by the phrase "to be a contributing member," rather it is enlarged and individuals are entitled to choose their own aspect.

*G. The right to give commentary on or to propose change to the Community.*

The Community functions by shared governance; any member of the St. Andrews Community may, through the proper channels, work to modify, enlighten or comment on the structure and nature of the Community.

*H. The right to be protected from unauthorized search and seizure, as defined by state and federal law and, where applicable, College policy and regulation.*

*I. The right to due process within the college judicial system.*

Individuals have complete freedom and access to the college judicial system; this includes the rights to counsel, to meet in-person one's accuser(s), the right not to testify against oneself; the right to a just hearing without delay; the right not to be held responsible for the same offense twice within the college judicial system.

*J. The rights and privileges of a student shall not be waived without the specific and direct written consent of the student.*

These rights herein stated represent an interpretation of, are guaranteed by, and find justification in the Joint Statement on Rights and Freedoms of Students (Appendix A), the St. Andrews Code of Responsibility (available in the Office of Student Affairs) and the St. Andrews Community Honor Code.

## **THE STUDENT ATHLETE'S BILL OF RIGHTS**

All students at St. Andrews have the right to live, study and participate in extracurricular activities in a safe environment in accord with the purposes of the College without fear, without humiliation and without destruction or diminution of self-esteem, integrity and personal character. In accord with the NCAA and in addition to the student rights and responsibilities delineated above, the rights and responsibilities of student athletes are amplified in the following ways:

- In accord with NCAA rules, the Student Athlete has the right to live in a residence hall of his/her choice, with the roommate of his/her choice.
- The Student Athlete has the right to take courses, including possible international travel, that best suit his/her course of study.
- In accord with College policy, the Student Athlete can expect that absences from classes that result from participation in official college events will be considered "excused".
- The Student Athlete has the right to expect quality medical attention, coaching and mentoring.
- The Student Athlete has the right to expect equipment, facilities and officiating that provide for safe and adequate practice and competition conditions.
- In accord with NCAA rules, the Student Athlete has the right to expect that participation on an athletic team will not make demands on his/her time beyond what can be justified as reasonable requirements for the team's success.
- The Student Athlete has the right to be heard for concerns about his/her respective programs either directly with Athletic Administration or through the Student Athlete Advisory Committee.
- The Student Athlete has the responsibility to maintain and develop his/her athletic ability to its maximum level through conscientious practice, preparation and training.
- The Student Athlete has the responsibility to maintain good academic and citizenship standing with the College and the team.
- The Student Athlete has the responsibility to follow team rules and regulations, and make a commitment of time, talent and dedication to team goals.

(Approved by the FEC in the name of the Faculty, July 10, 2002)

## **STATEMENT OF STUDENT RESPONSIBILITIES**

A community is an assemblage of individuals who have come together for a specific purpose. In any community there are responsibilities that must be observed by the individual in order to live in harmony with the social and natural environments which sustain the community.

Responsibilities, however, do not supersede rights. Individuals are expected to adhere to these responsibilities only when enforcement of them does not interfere with the rights of a Community member. In order to be a contributing member of the St. Andrews Community, all individuals are expected to adhere to certain levels of responsibility. These responsibilities include:

- A. The responsibility to participate in the shared governance of the community. Governance of a community succeeds because it is popular. The individuals responsible for the character of the Community are not merely the elected leadership, but every member of the St. Andrews Community itself. Members of the St. Andrews student body are members of the Community and as such are expected to be aware of their role and potential in the Community as a whole.
- B. The responsibility to respect and observe all duly established College regulations and policies and local, state and federal laws. The St. Andrews Community is part of the greater external community and our rules and codes of conduct function within the law. Consequently, all members of the St. Andrews Community are expected to follow all laws of the land.
- C. The responsibility to respect the privacy and personal safety of others within the St. Andrews Community. In a community all behavior choices affect other members. It is irresponsible and improper for one's behavior choices to deny freedom of participation to other members of the St. Andrews Community.
- D. The responsibility to comply with requests from College officials. All members of the St. Andrews Community are expected to cooperate with College officials when the officials are carrying out their assigned duties.
- E. The responsibility to respect and protect the property of the College. It is the duty of each student to report cases of persons inflicting damage to said property.
- F. The responsibility to work within the St. Andrews Community to give to as well as to take from the whole; to make the Community a stronger, more capable body.

St. Andrews's students are members of a community. Conditions of membership are written in the Saltire, the student handbook. A copy of the Saltire is distributed to all students at the beginning of the Fall semester and to students enrolling at mid-year at the beginning of Spring semester. Students are expected to conduct their lives responsibly and with regard for the rights of others.

## **SPECIAL CIRCUMSTANCES**

Pending due process appeals (see Joint Statement on Rights and Freedoms of Students, Appendix A), in extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the college or constitutes an immediate threat to the well-being or property of members of the college community, or, the student requires more supervision than the College can reasonably provide. A student withdrawn involuntarily shall have a prompt meeting with the Dean of Students (or the Dean's designee) to review the behaviors which form the basis for the student's withdrawal. In some cases the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn and pending the outcome of a hearing.

## **INVOLUNTARY WITHDRAWAL**

When a student chooses to act in ways contrary to the purposes, policies, and procedures of St. Andrews Presbyterian College, the College reserves the right to withdraw the student involuntarily. The Dean of Students normally executes this right. Normal options for appeals apply.

# **CAMPUS SAFETY AND SECURITY**

## **CAMPUS SAFETY AND SECURITY**

A safe and secure learning environment involves everyone and is spearheaded by The Department of Campus Safety and Security. Activities involve implementation and monitoring of safety policies and procedures, campus community services, prevention programs and intervention as necessary.

The Campus Safety and Security Offices are located downstairs in the Belk Center and provide 24-hour services. It is the mission of the department to ensure that the college community experiences the educational process free from unwarranted concerns for their safety or security.

Working within a framework of federal, state and local laws, the Department also supports and ensures compliance with institutional policies and philosophy, including the Saltire.



## **BUILDING ACCESS CONTROL**

Students may need access to certain academic and administrative buildings in pursuit of their studies after these buildings have been locked at the end of the day and on weekends. At the same time, the College has responsibility to ensure that students utilizing these facilities work and study in a safe secure environment. Accordingly, students will use the following building access control systems:

1. When students need to have access to certain academic or administrative buildings, they must ask the appropriate departmental representative to certify that they are authorized to be in a particular building or room during a specified time. This authorization must be sent to the Department of Campus Safety and Security where it will be kept on file. Thereafter, authorized students should go to the Campus Safety and Security Office to be escorted to a particular building and given access. Students must also notify the Campus Safety and Security Office upon exiting so that a precise occupancy log is always maintained in the event of an emergency. If time authorization limits are not indicated on the access requested, it will be assumed that access is limited to that building's regular business hours. Otherwise, if time limits are not indicated, access after regular business hours will not be granted.
2. Students working in an area when it is being secured for a day must go through the access system before they can continue their work. Students who have gained access properly are not authorized to grant access to other students. Any student not on the approved access list will be required to leave the building.
3. Except for emergencies access to students' rooms for anyone other than the registered occupant(s) must always have the authorization of the registered occupant(s). This includes parents, family members, and guests of the registered occupant(s). Guests must register in writing with the Department of Campus Safety and Security. See also Room Entry/Inspection.

## **CAMPING**

Camping on the St. Andrews Campus is strictly prohibited due to the safety risks it creates to those who camp and to the potential damage to college property from fire and litter.

## **EMERGENCY PRECAUTIONS**

From time to time weather related or environmental emergencies may occur. Students are expected to comply with direction of Campus Safety and Security, Residence Life and Emergency Service Personnel. In a state of emergency the campus is dry/no alcohol allowed. Campus wide e-mail will be used to communicate alteration to class schedules.

## **ESCORT SERVICE**

Campus Safety and Security staff provides an escort service on campus at night for students, faculty or staff. For those wishing to utilize this service call 277-5112.

## **FIRE PROTECTION**

Fire alarm systems exist in each residence hall for the protection of students. Fire extinguishers and smoke alarms are also located in each suite. Smoke detectors are located in each room.

The Laurinburg Fire Department serves the College. It is a serious violation of state law and the Conditions for Continued Membership to tamper with the fire protection equipment. Any student found culpable of a false alarm will be referred to the Department of Campus Safety and Security for investigation and potential referral for criminal prosecution and/or student judicial action.

## **FIRE SAFETY**

Fire drills are conducted at least twice a year in the residence halls. Community members are required to participate in these exercises, by following the instructions of the residence life staff and exiting the building during all times that the alarm sounds. All students should be familiar with the location of the fire alarms, extinguishers and closest exits to them. A fire escape plan is posted in each suite lounge.

Students are to act responsibly when an emergency occurs. If a fire alarm sounds all residents should treat it as an actual fire and evacuate the building, remain clear of the building until Campus Safety and Security have approved the building for re-entry. All students must evacuate the building and move to Belk Main Room. Any student who willfully fails to exit the residence hall after the fire alarm sounds will be subject to disciplinary action that may result in removal from the residence hall and a \$150.00 fine.

No college or personal property should be stored in hallways, bathrooms or suite lounges because these items may impede evacuation during an emergency. A \$50 fine will be assessed to individuals who place items in hallways and/or suite lounges.

Flammable items are strictly prohibited in the residence halls. This includes lighted candles, fireworks in any form, ammunition, oil lamps, halogen lamps, etc. items that may be flammable or deter in fire rescue may not be suspended in the room, suite lounge or doorways.

The Department of Campus Safety and Security must authorize all bonfires through the Laurinburg Fire Department. Any unauthorized bonfire will be immediately extinguished and will result in judicial actions. (See Bonfires)

## **ID CARDS**

All students will be issued an ID Card during registration. The same ID Card will be used each year of attendance at St. Andrews. ID Cards are coded according to age. Upon turning twenty-one a student may obtain a new ID card at no cost through the Office of Campus Safety and Security. Students, faculty and staff who need a new card may obtain one for a replacement charge of \$25.00 (per lost card). To get a new card, complete the form in the Office of Student Affairs and then proceed to the Department of Campus Safety and Security. Students are expected to maintain possession of their ID on their person at all times and be willing to display their ID upon request.

## **ROOFS AND BALCONIES**

Climbing on roofs or balconies is not permitted because of the high risk of serious bodily injury. A fine of \$500.00 will be imposed to any individual found on the roof or balcony of a building on campus. Any repeated violation will result in judicial action and additional fines.

## **SAFETY, MECHANICAL AND ELECTRICAL EQUIPMENT**

Residents will be subject to disciplinary action for tampering with safety equipment in a residence hall or any other facility on campus. Subsequent offenses may result in criminal prosecution and/or housing contract revocation and suspension from the College.

- Ceiling/Wall Access - Ceiling access and removal of ceiling tiles or other access panels is prohibited. This is a Community Honor Code violation and subject to a \$100.00 fine and disciplinary service.
- Tampering - Any student found tampering with electrical systems, telephones systems, cable systems, or other services will be subject to administrative action as well as a \$500.00 fine. Further disciplinary action or criminal prosecution may be implemented as deemed appropriate under the circumstances.
- Safety equipment - Because the following items have been installed to protect our community members from harm, tampering with any of these items will be considered grounds for suspension and carries with it a \$500.00 fine. It is against the law to tamper with: fire extinguishers, fire alarms (sound a false alarm), smoke detectors, emergency exit signs, or the emergency lighting in buildings, and parking lots.

## **SMOKE ALARMS**

Each student room is equipped with a smoke alarm. Residence Life staff will inspect and test each smoke alarm weekly. Any noted damage to the alarm or discovery of damage to the power source for the alarm during this inspection will result in a \$500.00 fine.

## **SMOKING**

All buildings on campus are designated as "smoke-free." This includes the interior of every building and the immediate exterior area adjacent to each building entry.

Designated smoking areas and appropriate disposal containers are provided in multiple convenient locations on campus. Cooperation in utilizing these designated areas when near campus buildings is expected out of respect for those individual community members whose health is compromised by smoking. Cooperation in utilizing appropriate disposal is expected to protect the beauty of the campus. Failure to respect designated smoking areas or appropriate disposal will result in administrative fines and possible judicial action.

## **VEHICLE REGULATIONS**

It is a privilege and not a right for a person to keep or operate a motor vehicle on the campus of St. Andrews Presbyterian College. Each student must agree to comply with the rules and regulations set forth by St. Andrews Presbyterian College. The College reserves the right to withdraw motor vehicle parking or operating privileges from any person. The following regulations set forth are designed to control the flow of traffic, protect pedestrians, permit access of emergency vehicles and provide parking spaces fairly and as conveniently as possible for students, faculty, staff, and campus visitors.

The rules, regulations and procedures set forth applies to all property owned or leased by St. Andrews Presbyterian College. All SAPC employees, students, and visitors to the campus are subject to the provisions set forth. Administrative or legal action, as appropriate, will be taken in cases of violations occurring on owned or leased SAPC property. Refer all questions or concerns about college vehicle/traffic/parking policies to the Director of Campus Safety and Security.

### *Motor Vehicles*

(Note: Wheelchairs and golf carts operated by authorized personnel are not subject to the following.)

#### *Regular Registration*

All vehicles on campus must be registered with a purchased parking decal through the Department of Campus Safety and Security. The parking fee for residential students is \$40.00 per year. For commuting students the fee is \$20.00 per year. Vehicles must appropriately bear the proper decal. Students may register only vehicles that are registered in their names or their parents' names. Proof of ownership must be shown. Vehicles must be registered within one week after the official class registration date. Any motor vehicle on campus after this time not displaying a registration decal will be subject to a fine or towing.

If a decal is lost or if a student wishes to register another vehicle, a second decal may be obtained for a fee. Registration decals are NOT transferable from one vehicle to another or from one student to another. The decal must be displayed on the rear bumper or in the rear driver's side window. Only decals displayed accordingly will be considered valid. A vehicle is not considered registered until a decal is appropriately displayed.

#### *Temporary Registration*

If a student has reason to have a vehicle on campus on a temporary basis, a temporary permit (limited to 14 days) may be obtained from the Department of Campus Safety and Security. Additionally, temporary registration is required for guests' vehicles. See vehicle regulations for further information.

#### *Parking Registrations & Permits*

This section describes the requirements and procedures for obtaining a parking permit for the SAPC campus. Students who desire to operate a self-propelled two or four-wheel vehicles on campus, excluding mopeds (they are not permitted on campus), are required to register their vehicle. Parking decals must be purchased from The Department of Campus Safety and Security located in the lower level of the Belk Building. A vehicle is not considered registered until a decal is displayed in accordance with the display guide located in the Campus Safety and Security Office.

Prior to filing out a Vehicle Registration Form with the Department of Campus Safety and Security the following items must be presented:



- A valid state vehicle registration certificate in the name of the student or their parent's name.
- A valid state Driver's/Operators License.
- Proof of current vehicle insurance
- A validated SAPC ID card or proof of college registration must be presented at the time of registration.

Note: SAPC does not issue permanent handicapped decals or permits, however, we do recognize all state handicapped plates or placards. The St. Andrews College Department of Campus Safety and Security does issue temporary handicapped permits, to be used on this campus only, to any student, staff or faculty who has a temporary infirmity that warrants the use of handicapped parking privileges for a limited time. To utilize handicapped spaces, you must meet state requirements. Vehicles parked illegally in handicapped spaces will be subject to one or more of the following:

1. Issued a N.C. Uniform Citation
2. Issued a Campus Parking Citation (\$100.00 fine)
3. Vehicle immobilized (booted), or
4. Vehicle towed

### *Citations*

The St. Andrews Department of Campus Safety and Security offers every student an opportunity to become familiar with all regulations before issuing any citation. There are times when verbal and written warnings are issued prior to citations. There are various types of citations you may receive on campus. They are as follows:

*St. Andrews College Citation* - Campus Safety and Security Officers may issue St. Andrews College Citations for any violation of Campus Safety and Security and infractions committed on campus. These citations are issued for all offenses that occur on campus dealing with Traffic/Parking regulations. This is a civil penalty only, issued by the Department of Campus Safety and Security and is not reported to any agency other than the College.

*North Carolina State Citation* - Local Law Enforcement Officers may issue North Carolina Uniform Citations or make arrests for violations of the North Carolina Criminal Statutes committed on or near campus. These citations are the same that would be issued by any North Carolina city, county or state. A court appearance may be mandatory for some offenses. The issuing officer will explain the offense, fine, and court date. The officer will also communicate if a mandatory court appearance is required or if the fine can be paid by mail. The only way to appeal this citation is to appear in court. All offenses written on NC citations become part of one's permanent criminal or driving record.

### *Traffic Rules and Regulations*

The Traffic Rules and Regulations are in effect at all times including Saturdays, Sundays, and Holidays unless other wise specified. They are applicable to all persons operating vehicles on the St. Andrews College property:

- The student in whose name a vehicle is registered is responsible for any citation given while the vehicle is parked. In the event of a moving violation, the person operating the vehicle is responsible. If the operator of that vehicle is not a St. Andrews student, the student in whose name the vehicle is registered is responsible for any SAPC citations received.
- The speed limit on Magnolia and St. Andrews College Drive is 25 mph. The speed limit on Dogwood Mile is 35 mph. The speed limit on all secondary roads and parking lots on St. Andrews Presbyterian College Campus is 10 mph in order to accommodate pedestrians, wheelchairs, and waterfowl, which will be given the right-of-way at all times.
- All vehicles must be parked so that the parking decal is clearly visible from the street or parking lot. Backing into a space is strictly prohibited and a citation will be issued for this violation.
- Motorcycles may only be parked under the west overhang of Concord Hall or the north overhang of Winston-Salem Hall. When parking bikes at these locations, the bikes must be pushed, not ridden, to and from the residence halls.

### *Traffic Vehicle Violations*

Violations of the following parking and moving vehicle regulations will result in a fine and/or suspension of campus vehicle privileges:

- Unauthorized parking in a reserved/designated space (\$25.00).
- Parking at any yellow curb (Fire Lane) (\$25.00).
- Blocking wheelchair ramps (\$100.00).
- Driving vehicles to residence halls is prohibited, as is driving/parking on grass or ramps (\$100.00).
- Exceeding a safe speed, careless and reckless driving on campus (\$100.00).
- Operating a vehicle on the Causewalk (The Causewalk is for wheelchairs, pedestrians, and golf carts operated by authorized personnel.) (\$100.00).
- The service road leading from Dogwood Mile to the cafeteria is for deliveries and employee parking only unless otherwise specified (\$50.00) or towing.
- The Belk Traffic Circle is closed to all vehicles except:
  1. EMS vehicles
  2. St. Andrews maintenance vehicles
  3. Handicap parking spaces located adjacent to Albemarle Residence Hall are for visitors/guests with disabilities only. Vehicle can be parked there during the hours 8:00AM until 6:00PM.
  4. Other times as designated and deemed appropriate by the College through email and posted signs, such as move in and move out days.
  5. No student vehicles are allowed in this area at any time. This is a tow-away zone unless otherwise specified.

NOTE: Parking is not allowed on or adjacent to the driveway to the Liberal Arts Building overhang. This area is used for handicap vehicle drop off and pick up, or emergency services.

NOTE: With the exception of driving to a residence hall/parking on grass/Handicap violations (\$100.00 fine). After the third violation the campus vehicle privileges are subject to being withdrawn or vehicle booted.

### *Guest Parking Permits*

Any student having a guest on campus must obtain a guest's parking permit from the Office of Campus Safety and Security in the Belk Building. Visitor permits are good only for the date(s) stamped on them. Temporary permits for groups on campus will be coordinated with Director of Administrative Services and the Director of Campus Safety and Security.

### *Overnight Parking*

Overnight parking is only permitted in designated lots. No overnight parking is permitted in streets. This includes the street adjacent to the PE Center.

### *Immobilization (Booting)*

Vehicle immobilization (booting) is a procedure used to prevent a vehicle from being moved from a parked (fixed) location.

A list of vehicle tags and/or decals with outstanding Parking Citations is generated on an ongoing basis. A vehicle identified with four (4) unpaid citations or the dollar amount of \$100.00 unpaid citations will be immobilized. An immobilized vehicle will not have the device removed until all outstanding fines and assessments have been paid.

Vehicles immobilized weekdays Monday through Friday with fines/assessments not being cleared prior to 5:00 p.m. will not be released until the next business day, following payment at the Business Office. Vehicles immobilized retrieved after 5:00 p.m. on Fridays, or on Saturdays and Sundays will not be released until payment is made in accordance with departmental procedures established by the Director of Campus Safety and Security. The Department of Campus Safety and Security will only accept personal checks during the weekend or during holidays.

Persons found or identified without authorization removing, attempting to remove, tampering or causing damage in any manner to the immobilization device will be charged criminally for such act(s) and assessed for damages to said device.

### *Towing and Impounding*

The College reserves the right to remove any vehicles parked in reserved spaces, roadways, fire lanes, handicapped spaces, grass plots, blocking trash dumpsters, abandoned/non-operational vehicles, and other violations as designed in the parking regulations. Vehicles are subject to be ticketed and towed without warning at the owner's expense. All towing, impound fees, fines and the SAPC citations must be paid before the vehicle will be released. St. Andrews Presbyterian College is not responsible for any damages to, the loss of, or theft from any towed vehicles. The process for retrieving a vehicle after it has been towed and impounded is as follows:

- Call the Department of Campus Safety and Security at Ext. 5112 to verify that your vehicle was actually towed.
- Find out why it was towed. All outstanding fees must be paid before vehicle can be released.
- A receipt will be given, along with a vehicle release form to the owner or operator to take to the towing establishment to recover the vehicle. Transportation to that establishment may be provided depending on the availability of officers and vehicles.

### *Traffic Fine Processing*

St. Andrews Presbyterian College traffic fines are printed on the citations and should be paid in the Business Office in the LA Building. A copy of the ticket must be presented in order to process the fine. St. Andrews Community Members have the right to appeal St. Andrews Presbyterian College parking citations. They may exercise this right through written appeal to the Director of Campus Safety and Security within five business days from receipt of the ticket. A traffic court consisting of the Dean of Students, or designee, a Campus Safety and Security Officer and one student from the Community Hearing Board will consider the appeal. The decision of the Traffic Court shall be final.

The Director of Campus Safety and Security is empowered to resolve complaints about St. Andrews College tickets for guests issued by Campus Safety and Security Officers. The North Carolina Court resolves all North Carolina State Citations received by anyone on St. Andrews' property. The following reasons will not be accepted as grounds for appeals:

- Lack of knowledge of traffic regulations
- Being late for class or an appointment
- Inability to locate a legal parking space
- Mechanical failure of vehicle if ticket was issued for a valid reason
- Inclement weather

### *Bicycle Regulations*

For the benefit of each owner, bikes must be registered with the Department of Campus Safety and Security as early as possible in the beginning of the semester. This registration is free and is good for the entire time the bike is on campus. Skateboards, roller blades, and/or other wheeled conveyances are subject to the same rules as bikes and are therefore not to be ridden or worn inside any buildings on campus, including residence halls.

The following regulations govern bicycle use on campus; violations are subject to administrative fines, SAPC citations, and NC Uniform Citations:

- Bikes are not to be stored inside buildings during regular school sessions. During Christmas and Spring Breaks, it is required that bikes be removed from campus and taken home or stored in your room.
- Bikes are not to be operated on the wheelchair ramps at either end of the Causewalk or on the upper level of the Belk Building.

- Bikes are not to be operated inside any campus building.
- Locks and use of safe bike parking is strongly encouraged.
- Use caution when riding bikes on the walkways and when approaching blind corners.

## **VISITORS AND GUESTS**

### *Visitors*

Visitors are St. Andrews Community members who spend time in any portion of a residence hall, other than the hall to which they are assigned. Visitors are to abide by quiet hours as set by that hall, alcohol and smoking area policies as designated for the hall, and all college policies.

### *Guests*

Guests are not members of the St. Andrews Community. Guests may visit the halls between 10:00 A.M. and 12:00 midnight, Sunday through Thursday and between 10:00 A.M. and 2:00 A.M., Friday through Sunday mornings unless arrangements are made for overnight guests. Guests staying beyond specified times must have prior approval in writing from the Dean of Students. A Community member accepts full responsibility for his or her guest. All guests are to abide by the consideration policies established by the College and the suite. Any guest found in violation of college policy will be required to leave campus immediately or face possible arrest and trespass charges.

Except for emergencies access to students' rooms for anyone other than the registered occupant(s) must always have the authorization of the registered occupant(s). This includes parents, family members, and guests of the registered occupant(s). Guests must register in writing with the Office of Campus Safety and Security. See also Room Entry/Inspection.

### *Student Responsibility with Visitors or Guests*

Any student who plans to invite a visitor or guest must first secure the verbal approval of his or her suitemates and roommates before the arrival of any visitors or guests. A roommate's right to free access to the room at all times, privacy, study time, or sleep must not be deprived because of a visitor or guest. Thus, the student wishing to entertain a visitor or guest, whether of the same or opposite sex, must have the permission of the roommate(s). The College does not allow cohabitation and cannot ignore any infraction of this policy that comes to its attention.

Any guest who arrives on campus must first register in writing with the Department of Campus Safety and Security and be accompanied by the student they are visiting when registering. Guests should register their vehicle at this time. Failure to comply with these requirements may result in disciplinary action and/or removal of the guest.

### *Privacy Issues*

In order to respect the privacy of the other suitemates, guests and visitors of the opposite sex will use the public toilets available in the Main Lounges. It is inappropriate to shower in the facilities of another gender.

## **STUDENT SERVICES**

### **ACADEMIC SERVICES**

For information on academic programs and regulations, please consult the Academic Catalog or the Office of the Registrar.

### **ACADEMIC RESOURCE CENTER**

The Resource Center provides many resources and services to aid students in developing their academic potential. Resources include a computer lab with campus network, Internet and World Wide Web access and access to specialized programs to assist in student academic development. There is one individual Tutoring Room equipped with computers containing specialized hardware and software for students with physical, visual, and learning disabilities. Through the Academic, Technology and Writing Enrichment Series seminars students can strengthen their academic, technology and writing skills. The Resource Center provides tutoring services. An Assistive Technology tutor works individually or in small groups with students to provide training on the adaptive technology available. Mathematics tutors provide one-to-one and group tutoring. The St. Andrews Writing Center is housed within the Resource Center and offers writing tutoring as well as the Writing Enrichment Series seminars.



## **BOOKSTORE**

Located in the Belk College Center, the College Bookstore is open to students, faculty and staff on a regular basis. Cash, checks, MasterCard, and VISA are accepted. Students may cash personal checks in the College Bookstore (maximum amount \$25.00/day) with a valid ID. Checks are cashed between 11:00 a.m. and 1:00 p.m., Monday through Friday.

### *Textbook Refund Policy*

No refund is made without a receipt. Textbook refunds will be given only with a drop slip. Full refunds will be given on new, unmarked books. Refunds cannot be given on used books unless there is a need for them as determined by the manager. Whenever possible, defective merchandise will be replaced rather than refunded.

## **BUSINESS OFFICE**

The Business Office is available to assist students in financial transactions related to their college attendance. Members of the St. Andrews Community are expected to demonstrate financial integrity and responsibility and to meet their financial commitments. The College will serve neither as a collection agency for debts incurred elsewhere nor as a shelter from creditors.

The College has a responsibility to inform a student of his/her indebtedness to the College in advance of his/her departure, and the student must remove such indebtedness in order to be graduated or to receive transcripts from the College.

## **CAMPUS EMAIL**

Students have campus email and computer accounts through this office. The campus email system is the approved means for electronic communication. All students are expected to utilize this communication.

## **CAMPUS MINISTRY**

The College employs a full-time campus pastor to provide emotional and spiritual support to the campus community. The goal of campus ministry is to assist all students in exploring and nurturing the spiritual dimensions of their life leaning and faith. Small group study and regular worship services occur on campus and assistance is provided to those students seeking places of worship in the local community. Volunteers from the St. Andrews community are solicited for various community service projects.

## **CAREER SERVICES**

The Career Services Center, located in the Student Health and Wellness Center, helps students identify vocational and personal interests and apply their undergraduate accomplishments and experiences to a variety of outcomes, including obtaining a job and/or gaining acceptance into graduate or professional schools.

The Director of Career Services works with students to create a personal credentials portfolio that includes a professional resume, confidential letters of reference, and transcripts. A broad range of other services, including career exploration, internships, on-campus visits by recruiters, participation in regional job fairs, a comprehensive library of career resources and graduate catalogs, current job openings, resume reviews, and assistance with Internet job hunting are also provided.

## **COMPUTER SERVICES**

St. Andrews has 7 computer labs available to students in different buildings around campus. Lab hours are posted in each lab. From these computer labs, students have access to the internet web, email, network printers, and a wide array of software. All dorm rooms have high speed network connections in them to allow students to connect their personal computers to the internet. Students with their own personal computers are required to register these with Computer Services so that up-to-date antivirus software can be installed on them. If students are having problems with computers, software, or connection they can call the Computer Services Helpdesk at ext. 5014 or email at [helpdesk@sapc.edu](mailto:helpdesk@sapc.edu).



## **COUNSELING SERVICES**

St. Andrews provides confidential personal and individual counseling opportunities to all students at no cost. The mission of the counseling center is to assist students in recognizing and meeting the psycho-social challenges that are part of the college experience.

Information discussed is held in strict confidence to the limits provided by law. No record of counseling is made on academic transcripts.

Referral may be made to outside agencies or practices. These outside sources charge for services. In case of emergency, Campus Safety and Security will contact the local hospital emergency room.

## **DINING SERVICES**

Food services on campus are operated by Sodexo. Soup, salad bar, deli, and all-you-can-eat fare provide a wide variety of good and nutritious food selections for students. Simply show a student ID card and enjoy! Hours of the cafeteria are subject to change depending on class schedules for each semester and will be posted.

Guests are welcome at all meals. A guest pass may be purchased from the hostess before dining.

## **DISABILITY SERVICES**

Disability Services provides available assistance to all students with disabilities in a confidential manner. Every effort is made to arrange appropriate accommodations based on the student's disability. All students with disabilities at St. Andrews are encouraged to register with Disability Services. No accommodations will be provided until a student is registered with Disability Services and has provided appropriate disability documentation. All questions about physical and programmatic access should be directed to the Office of Disability Services, LA A-5.

Available services are meant to help students devise strategies for meeting college demands and to foster independence, responsibility and self-advocacy. All services and accommodations are determined on an individualized basis, and must be supported by documentation. All services are available through Disability Services at no charge to the student, except for homework assistance, which is billed to the student's account. Consult Disability Services for services provided.

Disability Services employs a staff of Academic Aides. They are non-students assigned to a specific role for each student. Students using aides must meet the same academic requirements as all other students.

The Disability Committee meets once each semester to discuss all physical, academic, and policy issues related to students with disabilities. Any student is welcome to attend and participate.

Students with disabilities who believe they have been discriminated against on the basis of their disability may file a grievance with either the Director of Disability Services or the Office of the Vice President for Administration and Finance, who serves as the ADA Coordinator. The Grievance Procedure is located in the Appendix.

## **FINANCIAL AID**

Located in the Liberal Arts Building in Room 188, the Office of Student Financial Planning offers a comprehensive program designed to provide students with assistance in financial planning, to disseminate scholarship and grant information, to assign part-time jobs to students, and to assist students in securing educational loans.

Financial Aid is awarded for the period of one academic year (September-May). It is necessary to complete financial aid application forms each year to be considered for financial assistance. It is important to apply as soon as possible after January 1st to ensure the best award packages possible.

Students who are not making satisfactory academic progress toward a degree will be placed on financial aid probation. Two consecutive terms of financial aid probation will render the student ineligible for financial assistance. If students drop below full-time at any time during a term, they may become ineligible for certain aid programs. A conference with the Director of Student Financial Planning before dropping a course is advisable.

## **HEALTH AND WELLNESS SERVICES**

St. Andrews provides health and wellness education, routine medical and first aid services, and referral services to students in the Student Health and Wellness Center. The center serves as a walk-in clinic for all students and is conveniently and confidentially located in the Student Health and Wellness Center. Scotland Memorial Hospital Emergency Room is available nights, weekends and holidays for emergencies.

St. Andrews' students may access the Student Health and Wellness Services when they feel assistance is needed to manage their health. Areas include, but are not limited to, illness, injury, physical or emotional stress, concern for pregnancy or sexually transmitted disease, alcohol or drug abuse, diabetes management, immunizations or other vaccines, counseling and/or referral, and international travel preparation. There is no charge for these services, however, if a student's presenting concern requires physician care, or if X-rays, diagnostic tests, prescription drugs, etc. are needed, the student will be referred to a local medical provider of the student's choice.

Primary care arrangements are located near campus. Scotland Memorial Hospital, located approximately one mile from campus, provides emergency room and hospital services. Most medical specialties are available in the Laurinburg area. Students are financially responsible for medical services obtained off-campus.

All students are required to be covered under medical insurance and provide proof of adequate coverage to the Business Office and Student Health and Wellness Services. Information regarding insurance requirements and fees may be found in the Financial Planning section of the College Academic Catalog.

## **CLASS ATTENDANCE POLICY**

Regular class attendance is a responsibility and a privilege and is necessary for effective learning and satisfactory performance. All instructors have an attendance policy, which is announced at the beginning of each semester and included in the class syllabus. The penalties for not adhering to an instructor's stated attendance policy are also included in the class syllabus and announced at the beginning of each semester.

An instructor may send attendance warnings to a student who violates the attendance policy for a course. If the attendance policy stipulates that involuntary withdrawal from the course is a penalty, then a student may be dismissed from the class provided that a warning of the intended action has been sent to the student. The student will receive a grade of W or WF depending on the date of dismissal from the class.

If a student must miss class for an extended amount of time due to medical or personal reasons for either you or your immediate family, contact the Office of Student Affairs and notify them of your situation. The Dean of Students or their designee will provide assistance in making arrangements and notifying faculty of the needed absence. However, it is responsibility of the individual student to work with professors on missed class information and assignments.

## **INTERNATIONAL STUDENT ASSISTANCE**

The College is dedicated to encouraging a racially and culturally diverse student community. Such diversity is critical to a compassionate and worldly individual in our global society. The College, through the Office of Student Affairs and through the International Student Advisor, welcomes racially and culturally diverse students and will provide personal assistance and advice as needed.

## **LIBRARY**

The DeTamble Library houses more than 110,000 books and 335 current periodicals plus the College Archives and the Scottish Heritage Center. A variety of reading and study settings is available, including the Reynolds Reading room, a comfortable place for individual study or small group meetings, private study carrels on the second and third floors with tables and comfortable seating on the first floor. The Library has a Web-based library system accessible from the Library's Automated Reference Center (ARC) and all campus computer labs and residence halls as well as any computer that can access the Internet. The Library contains

ADA-compliant computers, a color visual magnifier, and an elevator to the upper floors. There is a book drop at the front of the Library for the convenience of returning books at any time.

The Library offers Personal Librarian service, pairing each student with a librarian to work one-on-one with students to assist with research for classes and assignments.

Interlibrary Loan Service and Photocopy Services are available.

*Scottish Heritage Center and College Archives*

Access to materials in the College Archives is by appointment only. Contact the Catalog Librarian at 277-5044. The Scottish Heritage Center is located in the first floor wing of the library.

## **MAIL SERVICES**

All St. Andrews students are required to have mailboxes on campus in the Belk Center. The Office of Student Affairs assigns mailbox numbers to all students. There is no general delivery service to students' residence halls or rooms. Special Delivery letters and packages and UPS packages are delivered to the campus post office daily in the Belk Center. Hours of operation are posted on the Belk Mail Room window. Students residing off-campus must inform the Office of Student Affairs of their addresses. Students are also requested to notify all publishers and banks when departure time from St. Andrews is near.

Mail will be delivered to student mailboxes only if the addressee name matches the name of the student assigned to a specific box. With the exception of nicknames, all mail addressed to a name different from that assigned to a particular box number will be returned to sender.

Students must complete a forwarding address form at the end of each academic year. These forms should be filed with the Administrative Support Center (ASC, Liberal Arts Building, Room 187) at least one week prior to departure from the campus. In the absence of a forwarding address form, all mail will be forwarded to the address shown for the student in the student directory.

## **REGISTRAR**

The Office of the Registrar is located in the Liberal Arts Building, Room 133. Changes to student schedules, requests for transcripts, course offering schedules, and calendar information are available from this office. Grades, address changes and major declarations are also processed. This office has information about graduation, candidates for degrees, and the commencement ceremony.

## **CAMPUS LIFE**

### **CLUBS AND ORGANIZATIONS**

Clubs and organizations at St. Andrews encompass a variety of interests: academic, religious, political, and social. Membership in most of them is open to any interested individual (there are a few that require a selection process). If students cannot find clubs that match their interests, the Office of Student Affairs will assist them in organizing one that does.

*Current Campus Organizations Include:*

- Adaptive Swim
- Amnesty International
- Anime Club
- Astronomy Club
- Athlete Advisory Committee
- Black Students Union
- Bowling Club
- Business Club
- The Cairn
- Chapbook
- Christian Student Fellowship
- Dance Team
- Eco-Action
- Extravaganza Core
- Family and Friends
- Fellowship of Christian Athletes
- Highland Players
- History Club
- Horsemanship Club
- Lab Assistants Program
- The Lamp and Shield
- The Lance
- Model United Nations

- On the Spot
- PATHWAYS
- Philosophy Club
- Players Club
- Psi Chi
- Psychology Club
- Riding Council
- SAPC Choir
- Spanish Club
- Student Activities Union
- Student Government Association
- Therapeutic Riding Club
- Tri-Beta
- World Cultures Club
- Writers' Forum
- Women's Issues Club

#### *Honor Organizations include:*

- Alpha Chi - national coeducational honor society
- Beta Beta Beta (Tri-Beta) - biological sciences honor society
- Omicron Delta Epsilon - business and economics honor society
- Pi Gamma Mu - international social science honor society
- Sigma Tau Delta - International English Honor Society
- St. Andrews Honor Society - Junior or senior standing, 3.5 GPA, minimum of 49 credits earned at SAPC

#### *Advisors*

Advisors to student organizations are selected from the faculty or staff of St. Andrews by the members of the organization, subject to the review of the Dean of the College and the Dean of Students. Advisors to student clubs serve in a non-voting capacity as official liaisons to the College administration and faculty. Advisors are strongly recommended, but not required.

#### *Financial Business*

The Treasurer of the SGA is solely responsible for all funds of the SGA. No requisitions for funds of the SGA will be accepted by the Business Office without authorization of the Treasurer. The Treasurer receives proposed budgets from chartered organizations and clubs, submitted not less than one month prior to the end of the academic year, then formulates the budget. New clubs will have the opportunity to charter and request funding at the beginning of each term. Final action on the proposed budget by the Student Affairs Committee and the Senate will be taken within one month of the beginning of the Fall semester. It is the organizations' responsibility to keep detailed financial records and submit monthly reports to the SGA Treasurer for audit.

Student groups may not open bank accounts using College or student funds. All student and College funds must be handled through the St. Andrews Business Office. In order to access Club funds the Club officers must attend a training session that addresses:

- Hazing
- Financial Record keeping
- Charter compliance

Club officers should also take the opportunity to discuss concerns they may wish to address, such as diversity or other issues of the campus community.

#### *Guidelines for Chartering an Organization*

- A charter application with by-laws must be turned in to the Director of Student Activities.
- In order to ensure the diversity of Student Activities, "The Student Affairs Committee does not grant charters to clubs or organizations whose functions would overlap with those of an already existing campus organization or academic program" (November 23, 1983).



### *Renewal of Charters*

Each year, every club and organization on campus (unless otherwise stated in the SGA Constitution) must apply for a renewal of their charter. A charter is the College's official recognition of an organization and entitles the organization to apply for funds from the Senate and from other College sources. It also entitles the club to be listed in college publications and to be included in events that give recognition to clubs and organizations.

The Student Affairs Committee grants all charters and renewal of charters. The Director of Student Activities is the college administrator who has oversight of the process. Each spring, a letter is to be sent out to all clubs and organizations requesting charter renewal applications for the next year. The Director of Student Activities and the Chair of the Student Affairs Committee set the deadline for these applications in order to ensure that charters can be reviewed in a timely manner. The Director of Student Activities reviews renewal applications and makes a recommendation to the Student Affairs Committee. Organizations that do not complete this process in the spring will be allowed to apply for charter renewal no later than the end of September.

This deadline is to be adhered to so that the Senate of the Student Association can complete its allocation of funds to all chartered clubs and organizations who submit a budget request that is approved. New clubs may be chartered mid-year, but funding may not be available.

### **VOLUNTEER OPPORTUNITIES**

Volunteer opportunities at St. Andrews promote unity between the College and the community through its involvement and volunteerism with community agencies. Many opportunities for students to share their talents, resources, and time are available. Students have worked for:

- Ride Like a Knight
- Habitat for Humanity
- Scots for Youth (a Big Brother/Big Sister program)
- the American Red Cross
- Scotland County Schools
- the Scotland Memorial Hospital Medical Auxiliary

and more. The Director of Student Activities serves as a resource to help students identify community service opportunities both on and off campus; to locate agencies and organizations that need assistance; and to find training to meet the qualifications needed for various agencies and organizations in the community.

### **PHYSICAL EDUCATION AND RECREATION**

The Physical Education Program for students, including academic classes, intramurals, athletics and recreational activities, has first priority on use of the facilities. The PE Center and other facilities may be open to faculty, staff, and other groups during designated afternoon and evening hours. Some areas may be used at times normally set aside for the Physical Education Program if the program is not utilizing those areas.

Facilities include gymnasiums, racquetball courts, a fully equipped weight room and fitness/wellness center, heated indoor swimming pool, and outdoor track.

#### *Use of Facilities/Equipment*

A student identification card is required for students using the Physical Education facilities. All others are required to have appropriate credentials issued by the Athletic Department. Recreational equipment is available for student checkout with ID.

Guests of the college wishing to use the Physical Education facilities may request an identification card from the Physical Education Office. This card will indicate the dates it can be used. Students are allowed only out-of-town guests unless special arrangements are made through the facility director. A host must accompany the guest.

## INTRAMURALS

Many students participate in the St. Andrews intramural program, which is active throughout the regular academic year. Intramural competition is sponsored in:

- basketball
- flag football
- bowling
- soccer
- floor hockey
- wheelchair soccer
- ultimate frisbee

Card and board game tournaments are also available. Other sports are possible based on student suggestions and support. Students interested in participating should contact the Director of Student Activities at x5148.

## STUDENT ACTIVITIES

Many opportunities for involvement in social activities are provided for St. Andrews' students. Catering to a diverse student body, St. Andrews offers something for everyone.

An array of social events sponsored by residence halls, the Student Activities Union, and other clubs and organizations fill the calendar. Movies, parties, dances, athletic events, performing artists, comedians, coffeehouse entertainment, and novelty/variety shows are all highly anticipated events. Residence halls sponsor annual theme parties that are eagerly awaited. Extravaganza is a weekend party held annually every spring with many traditional, fun events scheduled. Students and student groups may elect to host an event on campus in one of several venues.

Students may reserve a specific venue through the Office of Student Affairs. The three places most often reserved for group usage are the Carol Grotnes Belk Main Room, Farrago, and The Knight Life.

*Carol Grotnes Belk Main Room* is often used for more formal events. The double doors can be opened out onto the verandah overlooking the lake. This space works well for large student groups, is in the center of the campus, and Food Services facilities for catering are near-by.

*Farrago* is used most often for small concerts, comedians and /or large parties. The space can handle large numbers of people and has a patio area, and stage with the capability to handle electrical needs of small bands. Farrago is slightly removed from the residential portion of the campus, located near the woods just south of the Concord parking lot.

*The Knight Life* is used as a second eatery offering coffee and breakfast breads and fruits, salads and sandwiches and drinks. It often functions as a coffeehouse, quiet study space, and a place for students to congregate and socialize. The Knight Life is located in the Belk Center adjacent to the cafeteria, the Carol Grotnes Belk Main Room and the mailroom.

## CAMPUS PARTIES

The College believes that social occasions are an important part of a living and learning community. Students are encouraged to host a variety of events that are fun, yet demonstrate responsibility and respect for the community. Parties are to promote healthy interaction between students. A party permitting process is in place to assist students in organizing social events. Disregarding this process and/or state law may result in the loss of party privileges or judicial action.

### *Party Permits*

A Party Permit is a written form that includes information on the type, location, and level of a private event and lists the names of those individuals who agree to sponsor and be responsible for the event. A party permit can be used to obtain permission for the use of a public area for the party location under any level of event. Clubs, organizations, individual residents, residence

halls, and suites can obtain party permits. A party permit does not need to be obtained for gatherings of fifteen people or fewer.

- Party permits will only be issued for Friday and Saturday nights, or under special circumstances approved by the Dean of Students.
- Common respect requires that students and sponsors work together in creating parties that are enjoyable and follow college policy.
- At least two hall or club members must sponsor a party. To plan a party the sponsors meet with the appropriate Student Life staff member, discuss plans for the party, and have a party permit signed by the staff member. Sponsors are responsible for following party guidelines, closing the party at the designated time, and after-party clean up.

### *Levels of Events*

- *Level One:* Sponsors should meet with the Residence Director at least two hours before the party, but out of respect to other residents it is better to give the RD a full day's notice. The party sponsors and RD will discuss party plans and complete a party permit. Up to two Level One permits in a specific hall may be arranged per day. A Level One party is for groups of 20 or fewer and designates a suite lounge as the party site.
- *Level Two:* Sponsors should meet with the Residence Director or Club Advisor at least three days before the party, but out of respect to other residents it is better to give the RD as much notice as possible. The party sponsors and RD or Club Advisor will discuss party plans and complete a party permit. A member of the hall council must also sign a Level Two permit. A Level Two permit is for groups of 50 or fewer and designates courtyards, main lounges, Granville Beach, or other specific venues as the party site. Level Two permits will not be granted for Suite Lounges, due to fire and safety concerns.
- *Level Three:* A Level Three party is a campus-wide party organized with the Director of Student Activities and the sponsoring hall, club, organization or group. At least three sponsors must meet with the Director of Student Activities at least five days before the party. The Dean of Students and the group's faculty or administrative sponsor must sign the permit. A Campus Safety and Security officer, to be paid by the sponsoring group, must be present at the party to provide for safety, perform ID checks, and issue wristbands.

Level Three permits will be granted for Farrago, Granville Beach, Carol Grotnes Belk Main Room, The Knight Life and the Belk Patio and is for groups in excess of 80 in attendance. Courtyards and Lounges in halls may not be used due to fire and safety regulations.

### *Party Guidelines*

Unless otherwise specified students or guest(s) of legal age may bring alcoholic beverages of their choice to a campus party and deposit them in the beverage station. All beverages must stay within their original container, unless glass, where clear secondary containers will be provided. Students and guest(s) choosing to consume alcoholic beverages are responsible for their choice of behavior and compliance to federal, state, local laws and college policy.

- *Clean up* - Out of respect for the hall community, the party area should be cleaned up prior to 2:00 PM the following day. Failure to clean may result in the denial of future party permits.
- *Food & Non-alcoholic Beverages* - Snacks and non-alcoholic beverages will be provided by the event hosts, and in sufficient amounts to provide for all in attendance at event.
- *Guests* - A current St. Andrews student, staff, or faculty member must sponsor any person without a St. Andrews ID. Both the sponsoring student and the guest must sign a Guest Registration Sheet. The sponsoring individual assumes responsibility for the conduct of the guest.
- *ID's* - Only valid IDs, such as student ID, driver's license, military ID, or passport, will be considered valid identification. Students and their guest(s) must have their valid IDs with them at all times, and a person hosting the party must request identification from any person drinking.
- *Wristbands* - Wristbands of two colors will be issued to students: one color for legal age and the other color for underage. No member of the St. Andrews community may provide a legal age wristband to a person who is underage.

## **SWIMMING AND BOATING**

Swimming and boating on Lake Ansley Moore are permitted in the lake only at special events held by the College. The college insurance requires a certified lifeguard must supervise water activities at such events, all participants must wear life jackets, and no alcohol is permitted. Students in violation of these policies are subject to disciplinary action.

## **FISHING**

North Carolina State regulations require that anyone fishing with artificial bait must possess a valid NC fishing license. Fishing from campus locations on Lake Ansley Moore is restricted to students, employees, and their IMMEDIATE family members (spouses and dependents only). Students must have a valid Student ID on their person when fishing on campus. As long as a student is using live bait no NC Fishing license is necessary. St. Andrews is not responsible for any personal loss or any injuries by anyone using the lake at any time.

## **“THE WALL”**

The purpose of “The Wall” is to offer members of the community a venue for expression. Community members are allowed to paint on the white surfaces of the wall on the East Side of the lake only. Painting elsewhere on campus will be considered vandalism and misuse of college property and will be dealt with appropriately.

Any expression is acceptable as long as it is not a personal/slandering attack, or profane for profanity’s sake. In an effort to promote responsibility among community members, individuals who paint on “The Wall” are strongly encouraged to initial their work.

The front part of the wall, facing the Belk building, is reserved at all times for the Student Activities Union to advertise community events.

More information on the use of “The Wall” can be found in the Office of Student Affairs.

## **RESIDENCE LIFE**

### **INTRODUCTION**

The Residence Life program is designed to enhance students’ total educational experience by utilizing the residence halls as living/learning environments. Programs, small group discussions, faculty environments, and personal attention are all common to the education that occurs within the residence halls at St. Andrews.

This community seeks to challenge individuals to develop autonomy and competence, manage emotions, establish identity, develop interpersonal relationships, appreciate and celebrate differences, and live with purpose and integrity. The residential community at St. Andrews is designed to provide the structure necessary for academic success as well as to ensure that students can experience the freedom of college life.

### **RESIDENCY AND MEAL PLAN REQUIREMENTS**

St. Andrews is a residential, liberal arts college where the daily living environment plays as important a role in student learning and development as the academic experience does. The College does not normally offer on-campus housing for part-time students. The College will review, on a case-by-case basis, special requests of part-time students desiring to reside in the residence halls. A written request specifying the reason for living on campus as a part-time student must be submitted to the Dean of Students (or designee).

Exceptions to the policy requiring all full-time students to live on campus may be granted when one or more of the following apply:

1. *Living with parent, guardian, or other responsible relative within driving distance of the College,*
2. *Married or a parent with custody of children,*
3. *21 years of age prior to matriculation (first enrollment date) at St. Andrews,*
4. *In need of personal assistance beyond what the College can provide.*



Requests for special permission to reside off-campus will be handled on an individual basis. Written requests specifying significant documented reasons for living off campus should be submitted to the Dean of Students (or designee) at least 30 days prior to the beginning of the semester for which the exception is intended. Students living off campus without permission risk not being allowed to register or having their registration canceled. They also may face disciplinary action.

In addition, all students, except those who are exempted for medical purposes, are required to participate in the meal plan with St. Andrews Dining Services. Requests for this medical exemption from the meal plan requirement will be handled strictly on an individual basis. Students seeking such an exemption must obtain a Meal Plan Exemption Request Form from Student Health and Wellness (Ext. 5040), have it completed by a medical doctor and submit it to the Dean of Students who will, in consultation with the Director of Food Services and Student Health Services, render a decision. These requests should be submitted at least 30 days prior to the beginning of the semester for which the exemption is requested.

Access to meals is unlimited. Students must present their St. Andrews ID card for scanning at all meals. Students leaving the Dining hall to eat on the patio or to use the restroom must present their ID card for scanning with each entry to the dining hall. Food or utensils may not be carried out of the dining hall area. Any student removing dishes or other equipment from the dining hall or providing food to an unauthorized guest will be reported to the student judicial system for violating the Community Honor Code. Any student or students throwing food or other items are subject to a \$50.00 fine per person involved. For additional information see the Academic Catalog.

## **RESTRICTION FROM COLLEGE HOUSING**

The College reserves the right not to house students who may be disruptive to the residential environment. It also reserves the right to cancel a housing contract when, in the judgment of the College, a student has been found responsible for violating College policy. Since residency is a requirement, if students lose the privilege to reside on campus, their ability to continue as full-time students at St. Andrews may also be in jeopardy.

## **RESIDENCE HALL ROOM DEPOSIT**

All students living on campus must purchase a Room and Board Contract before a room assignment can be made. The cost of the contract is \$100 payable upon purchase of contract. A designated period is established by the Office of Residence Life for students to purchase a housing contract prior to the room sign-up period for returning students during Spring Semester.

New students who have paid enrollment deposits at the College will receive housing contracts during the summer prior to Fall Semester.

## **HOUSING OPTIONS**

There are four multi-story halls all of which are single-sex (two are for upper-class students and two are for freshmen). There are four single-story coed halls. Each hall has four to eight suites consisting of six to eight rooms, a large bath and suite lounge. Halls also have laundry facilities (student IDs are programmed to allow washer/dryer usage) and a larger main lounge with a television. Microwaves are provided in each suite lounge. All halls are smoke-free and all but one hall is alcohol-free. Residency in the latter hall is restricted to only those students who are of legal age and who want to live in an environment where the privileges of legal age may be exercised. Burris Hall and Granville ADLs may also be occupied by students of legal age and exercise the privileges of legal age.

Disability-related housing accommodation requests should be submitted to the Office of Disability Services. The Director of Disability Services will verify that appropriate disability documentation is on file to support the request and coordinate with the office of Residence Life.

### *Freshmen Options*

First-year students will be assigned to one of the single sex Freshmen Halls depending on student needs.

### *Transfer Student Options*

Transfer students will be assigned halls depending on needs expressed, age and desired living arrangements. Sophomores, Juniors and Seniors may designate their preference.

### *Returning Student Options*

Returning students will have the opportunity to select housing options for the following year during the Spring Term of the current year. Priority is based on cumulative GPA and class rank.

### *Pate Hall*

Pate Hall is an upscale small residence hall for students who have demonstrated a commitment to academics and positive contributions to the campus community. Students living in Pate Hall have the opportunity for self-government and will enjoy special privileges.

### *Options include:*

<i>Single sex</i>	Residency in multi-story buildings with members of the same sex.
<i>Co-ed</i>	Residency in an alcohol-free single story building with young men and women of varying academic classes.
<i>Burris Hall</i>	Residency in a co-ed assisted living environment with documentation and prior arrangements.
<i>Co-Ed/Legal Options</i>	Residency in a co-ed living environment where students of legal age have the privilege to responsibly exercise their legal options.
<i>ADLs</i>	Residency in an Assisted Daily Living apartment for a student with a disability and a roommate/attendant. Information on the ADLs is available from the Office of Disability Services.

## **ROOM INVENTORY**

Each student must complete a "Room Inventory Form" (RIF) upon check-in and check-out in a residence hall room, noting the condition of the room. A proper check-in and check-out must include a member of the Residence Life staff. Any changes in room conditions and/or damage not noted on the RIF will be identified at check-out and appropriate charges will be assessed to the responsible student. If responsibility cannot be assigned to one person the responsibility for the charge will be split equally between the two roommates. An improper check-out will result in a minimum of a \$50.00 fine plus other applicable fines.

## **ROOM/ROOMMATE CHANGE**

Students have two opportunities during the academic year to change room assignments or roommates, one in the fall semester and one in the spring semester. This is done by completing a "Room Change Request Form" and submitting it for approval from the Dean of Students (or designee). Copies of this request form are available in the Office of Student Affairs.

Students wishing to change to a single room must first be approved by the Business Office and have written acknowledgment of a change in the contract status from the responsible financial party before proceeding with the Room Change Request Form.

The Office of Student Affairs will contact the Business Office and then notify the student of the decision. After payment for a single room has been approved, the student may proceed with the Room Change Request Form. Single rooms are approved as space allows and freshmen generally are not approved for single rooms.

Any student who changes rooms without prior approval will be required to pay a \$50 administrative fine as indicated on the back of the housing contract. No roommate changes may occur during the first three weeks of a semester without the approval of the Dean of Students.

There are times when a student might be without a roommate. A student without a roommate (for whatever reason) will be required to meet with the Dean of Students in order to specify a desire to:

- (1) have the Housing Office make a new assignment.
- (2) choose a new roommate personally from the list of other students needing a roommate.
- (3) if possible, retain the room as a single room and be assessed one and one-half times the double room rate.

Failure to follow this procedure will be understood as a statement of no preference and will result in a single room charge. The Office of Residence Life retains final authority to make room and roommate assignments.

### *Room/Roommate Consolidation*

At times it may be necessary for the Office of Student Affairs to consolidate within the residence halls. Students from one room may be split up or moved from one room to another. This usually occurs for reasons of discipline, safety, health, irresolvable conflict, maximum space utilization, or for other situations deemed necessary by the College. The Student Affairs Office will attempt to give the students involved at least 48 hours notice when a move is made. In emergency situations, this may not be possible.

## **LIABILITY RENTERS INSURANCE**

The College does not assume any liability for the loss, damage, or theft of any personal property; or for damage or injury resulting from explosion, fire, mechanical failure of water, steam or gas lines; or from any defective wiring; or from the negligence of any other occupants of the building.

Residents wishing to protect themselves from the possibility of such losses should cover their belongings with the appropriate insurance. It is to the student's advantage to contact an insurance agency and obtain "renter's insurance" (Ask for the HO-4 type policy). These policies can be obtained in relatively small amounts and are a very wise buy.

However, students may experience some difficulty in purchasing renter's insurance unless the insurance company approached covers their automobile insurance or the various insurance policies carried by their parents. In some cases, students may find they are covered under the terms of an existing homeowner's policy carried by their parents.

## **ROOM ENTRY/INSPECTION**

The College reserves the right to inspect residence halls periodically for the purpose of assuring fire prevention, sanitation, safety, and the maintenance of the College physical plant.

Normal maintenance procedures may require college employees to enter at various times during the year, including vacations. Additionally, maintenance requests may be made by students or staff for which room entry is required. Whenever an occupied student's room is entered for maintenance or repair purposes the Physical Plant/maintenance or repair staff will leave a notice for occupant explaining time and purpose of entry and include signature of person(s) performing repair or maintenance. Each Residence Hall is inspected at least twice a semester for health, safety, and maintenance evaluation. Unless immediate correction is specified, a safety violation noted during a safety inspection must be corrected within 48 hours or an administrative action will be taken.

Consistent with the Joint Statement on Rights and Freedoms of Students - Section VI, B, the Dean of Students is the authorized person to approve residence hall room searches. The Dean or designee with the permission of the Dean of Students must sign a letter prior to room entry, which states the reasons for the search and the objects or information sought. The student should be present, if possible, during the search.

Resident students have the primary right to study, learn and sleep in residence halls. Members of the Residence Life staff and other College employees are expected to respect the privacy and dignity of individual students at all times. Students, however, do not rent (as in an apartment) or own the space they are assigned on campus. Their living space is owned by the College and governed by institutional policies.

Students sign a contract that includes terms and conditions of residency as set forth by the College. In doing so, they have accepted that they share with the institution, as defined by the institution, terms and conditions that govern their use of college-owned space. Those terms and conditions are set forth in the Saltire and Academic Catalog and the Room and Board Contract.



## HOLIDAYS AND BREAKS

The residence halls follow the academic calendar within each academic year, including holidays and breaks. Typical breaks are Fall Break, Thanksgiving, Christmas, Spring Break, Easter Break and Summer Break. These breaks are published at the start of each academic year and will be specified as to whether halls are open or closed. Detailed listings of opening and closing dates are specified in the Academic Catalog.

Students who have unique circumstances that would require an extension beyond posted open and close dates must submit an extension request in writing at least 5 business days before the break begins. ***Only students who have SAPC obligations or responsibilities are allowed to request an extension.*** Included in the request should be an explanation of why extended housing is needed and emergency contact numbers. The student will be required to sign a written statement of understanding that the student will adhere to all policies and alternative housing arrangements that may be implemented. In addition a fee of \$25.00 per night is charged to those students who request to stay beyond posted dates. Campus services such as Residence Life, Food Services, Health and Wellness Services will not be available. Campus Safety is available.

Unauthorized students who remain in the halls after posted closing times, or who arrive prior to designated halls opening, will be fined \$75.00 per day, face disciplinary action, and may be required to vacate the premises.

## CABLE SERVICES

Each residence hall room is cable-equipped with basic cable channels provided free of charge. Additional cable services are not available.

## COMPUTER HOOK-UP/ TELEPHONE

The residence halls are wired for computer hook-up to facilitate student access of the Internet and programs available through the college. Residents may connect their personal computers to the campus network with an ethernet card, which can be purchased through the Computer Services Office. Computers must be registered with Computer Services prior to hook up to the SAPC network. PC Registration includes the installation of SAPC approved anti-virus software. All students must read and sign a copy of the SAPC Computer, Software & College Network User Policy before a personal SAPC network and email account will be created for them. Any problems/questions about the SAPC network should be directed to the Computer Services Helpdesk, ext. 5014.

The College's telephone system is designed to restrict all toll charges from student telephones. Student phones are not allowed to accept collect calls. Students who wish to make long distance calls must either call collect or purchase phone cards which are available from long distance carriers and also local vendors such as Wal-Mart. Also note that the phone system makes available a voice mail box which, since there is only one phone per dorm room, must be shared between the two roommates. Any problems/questions about the phone system should be directed to the Computer Services Helpdesk, ext. 5014.

## HOUSEKEEPING

Housekeepers are employed to do routine cleaning. Routine cleaning is that which results from average people moving through areas and using them as they are meant to be used. If there are concerns regarding performance of these duties report them to your RA or RD, Student Affairs or Physical Plant while it is evident there is a concern.

*Housekeeping Guidelines for Residents:*

- Trash should be in a trashcan
- Recyclable items should be in recycling bins and placed for pickup appropriately
- Tabletop surfaces should be clear enough to be simply wiped off
- If a spill happens, it should be wiped up
- If glass is broken, it should be swept up and put in a trash can
- Report things that need to be fixed to the Work Order Hotline x5411

*Housekeepers will:*

- Wipe off tabletop surfaces if there is dust
- Sweep floors
- Mop floors
- Sanitize bathrooms
- Empty trashcans
- Wash windows as needed
- Report needed repairs, damages and vandalism to the Housekeeping Supervisor or RD

*Housekeepers will not:*

- Clean bodily fluids (it should be cleaned by the person to whom the fluid belongs)
- Clean up broken glass (see above Guidelines for Residents)
- Clean up spills (see above Guidelines for Residents - if a spill is cleaned up when it happens, routine cleaning will take care of the residue)
- Pick up trash or recycling not already in a can
- Be expected to move your personal belongings to perform their duties

## **LAUNDRY FACILITIES**

Washing machines and dryers are available in each residence hall. These machines are owned, operated, and maintained by a private company on behalf of the College. These machines use coins and a card swipe. The ID cards are programmed for unlimited laundry usage at registration for a semester fee.

For service related reports - contact the Office of Student Affairs or the number listed in the machines. For refunds on any money lost in these machines, contact the Business Office, Ext. 5222, located in the Liberal Arts Building or the Office of Student Affairs at Ext. 5145.

## **PEST CONTROL**

The College contracts with a pest control company to provide service to control insects and rodents. Service is requested by submitting a work order to Physical Plant (See your Resident Assistant for help). If it is found that unsealed food, excessive trash or improper storage of belongings has led to extra treatment, the resident(s) will be charged the total cost incurred by the College.

## **TELEPHONE SERVICE**

The St. Andrews telephone system is a digital system that utilizes the same fiber optic network as our computer system. Because the system is totally digital, if there is a need for adaptive equipment (speaker phones, or any other analog based unit), the student needs to request an analog adapter from Computer Services. Being a digital system, the system is subject to outages if the campus loses electrical power. Also note that the phone system makes available a voice mail box which, since there is only one phone per dorm room, must be shared between the two roommates.

The College's telephone system is designed to restrict all toll charges from student telephones. Student phones are not allowed to accept collect calls. Students who wish to make long distance calls must either call collect or purchase Phone Cards which are available from long distance carriers, local retail and grocery stores, and also from the campus ATM. Any problems/questions about the phone system should be directed to the Computer Services Helpdesk, ext. 5011.

## **VENDING MACHINES**

Vending machines for soft drinks and snacks are available in various locations around campus. For refunds of any money lost in vending machines, contact the Business Office located in the Liberal Arts Building. For service related reports, contact the Business Office or the number listed on the machines.

## WORK ORDER HOTLINE

The Physical Plant, in cooperation with the Residence Life staff, operates the Work Order Hotline to make reporting of problems easier for students. The Hotline number is Ext. 5411 and it is checked daily. To expedite the process it is important to leave a good description of what needs repair, your name, phone number, SAPC box number, and your building and room number. If the repair is not completed in a timely manner, call the Office of Student Affairs (Ext. 5145).

A maintenance or Physical Plant emergency is one defined as having the potential to cause injury, illness, or further damage to property. In an emergency situation contact the building RA, RD, or Campus Safety and Security *immediately*.

## ROLES OF THE RESIDENCE LIFE STAFF

### *Director of Residential Services*

The Director of Residential Services is primarily responsible for the total educational and developmental program within the residence halls on campus. This includes supervision of the Resident Director and Resident Assistant staff, guidance and monitoring of program development and its delivery within the halls, policy enforcement as per the student handbook and the Office of Student Affairs regarding residential services, and facility management.

### *Office Manager/Housing Coordinator/ Community Programs Coordinator*

In the Office Manager/Housing Coordinator this position assists students, or directs them for appropriate assistance as needed. Duties include: (1) housing assignments and room changes throughout the year; (2) residence hall statistical computations; (3) student billing from single rooms, damages, and other billing issues; and, (4) maintaining up-to-date hall rosters, student directories, (5) providing office support to the variety of Student Affairs activities.

In the Community Programs Coordinator role, this position is the liaison on campus and with the local community to ensure that students have access to educational and inspirational programming opportunities. Fostering the development of young adults with on-going intentional and purposeful programs that meet a variety of audiences, interests, and needs is challenging. The Coordinator will pull from the campus community, the Leadership council, individual clubs and organizations, and the local city and county resources in organizing and providing support for frequent campus wide events and celebrations.

### *Resident Director - RD*

A Resident Director lives in each hall and is responsible for supervising personnel and the total educational and developmental program within the residence hall. This includes supervision of the Hall Council, RAs, program development, policy enforcement and facility management. Resident Directors as part of the student affairs staff, are college officials, and report directly to the Dean of Students.

### *Resident Assistant - RA*

While these students are selected to serve as peer counselors and peer advisors, Resident Assistants are employees of the Residence Life Program and report to their individual building Resident Director and to the Dean of Students. RAs are responsible for supporting the policies and pursuing the goals and objectives of the Office of Residence Life. The RA assists in the administrative operation of the hall, helps to ensure that the rights of students are protected and not abused by others, provides information about college services and resources, and helps to stimulate educational, cultural, social, and recreational programs in the residence hall.

RAs are paraprofessional staff at the level between the Resident Director and the individual hall members. If an issue cannot be satisfactorily resolved between members of the residence hall, it should be brought to the attention of the RA. If resolution is still unsuccessful, it is the job of the RA to refer the issue to the Resident Director or the Dean of Students.

# RESIDENTIAL LIVING POLICIES

## ADMINISTRATIVE AND SAFETY EXPECTATIONS

The College has the responsibility to make every reasonable effort to provide for a safe and comfortable environment for its residents. Students have a responsibility to respect safety and Physical Plant measures on campus as well as residential policies that address these areas. See Statement of Student Responsibilities.

The College reserves the right to assess appropriate administrative fines, restitution and/or community service for instances of disruptive or destructive behavior. Fines, restitution and/or community service are applied when violations are typically related to housing regulations or contractual expectations that are not to be documented as violations of the Conditions for Continued Membership and do not impact the academic or social standing of the student. However, in some cases where such administrative fines and/or restitution are related to a violation in the Community Honor Code or Conditions for Continued Membership, the infractions will be referred for formal adjudication. Students who choose behavior that seriously or repeatedly jeopardizes the safety of others may, at the discretion of the Office of Student Affairs, be relocated to another residence hall or removed from campus housing.

A list (although not inclusive) of typical charges that apply in the halls is available in the Office of Student Affairs. The College reserves the right to assess such fines, restitution, and/or disciplinary service to the residents of suites or halls on a prorated basis. Students who immediately notify the Office of Student Affairs or Campus Safety and Security of their responsibility for damages may experience a reduction in fines.

If those responsible for the fines are not named then the charges will be divided in equal proportion to all students in the hall or suite. Situations involving extenuating circumstances may be dealt with on a case-by-case basis.

The following process outlines the billing procedures associated with fees and fines associated with damages or policy violations in the residence halls.

Documentation	Explanation behind document
1. An Incident Report or Affidavit	Documentation that explains the incident or violation
2. A notice of incident and potential fine is sent to all inhabitants of the area addressed in the incident report or affidavit	The notice explains the damage or policy violation and gives the residents a deadline by which to provide a specific individual to charge as opposed to the whole suite/building.  If the resident can provide documented evidence proving they were not present in the area at the time of the incident, they will not be held responsible for the violation.
3. A billing notice to each member of the area will be generated	This letter explains the charges, when the fees are to be paid and that they need to be paid in cash.
4. A notice reminding the resident of the fine will be sent to each member of the area	The letter reminds the student of the damage or policy violation, the charges, when the fees are to be paid, and that failure to pay by the deadline will result in an administrative late fee of \$25.00.
5. Letter documenting failure to comply and billing procedures	Letter explains noncompliance as a Saltire violation with billing charge and assesses a late fee of \$25.00. The fine and late fee are billed to the resident's Student Account in the Billing Office.

All imposed fines will have a due date for the fine to be paid. All fines assessed between the following dates will be due on the following dates:

### Billing Period

August 23 - October 1

October 2 - November 26

November 27 - March 4

March 5 - April 30

### Date Due

October 15

December 8

March 18

May 6



Any fines assessed to a returning student during the last two weeks of the fall semester will be due on the first due date of the spring semester. If the student is graduating or withdrawing from the college the fine must be paid prior to leaving campus at the end of the fall semester.

Any fines assessed during the last two weeks of the spring semester or after vacancy will be applied to the student's account in the billing office.

All imposed fines will have a due date for fine to be paid in the Office of Student Affairs, generally within two weeks of the imposition of the fine. Coins must be rolled in appropriate banking equivalents. Failure to pay an imposed fine by the designated deadline will result in an additional administrative late fee of \$25.00 per fine and the total amount billed to the student account in the Business Office. The student will also be charged with failure to comply and the violation documented in their student file.

Due process for such violations shall consist of written notice (either public notice via all hall posting, mail delivered via post box or hand delivered) of the intent to fine. The student will then have five (5) class days to schedule an administrative hearing. If no hearing is scheduled, the fine will be considered permanent. Students retain their right to appeal such fines to the Dean of Students within two (2) days of Administrative hearing decision.

## **APPLIANCES**

It is the responsibility of the student to ensure any appliance used is in proper working condition and used appropriately. All appliances must have original manufacturer's UL Seal of Approval attached and manufacturer labels noting size, wattage, volts or other pertinent information left intact on appliance. Pate Hall residents have fewer restrictions because of different electrical requirements.

The list of approved electrical appliances for use in student rooms is available in the Office of Student Affairs.

### *Prohibited Items for Residence Hall Student Rooms*

1. Any appliance not on the approved list of appliances. Specifically, NO cooking appliances (microwaves, toaster, toaster oven, grill, fry baby, coffee pot, crock pot, etc.)
2. Extension cords
3. Decorative string lights
4. Decorative materials hanging over or under lights, ceiling lights included
5. Flammable items (candles, oil lamps, incense, halogen lamps, etc.)
6. Items that may be flammable or deter in fire rescue may not be hung on walls or ceiling or in doorways in rooms, hallways, or main or suite lounges.

## **CHANGE IN RESIDENTIAL STATUS FOR MEDICAL REASONS**

Students are required to notify the Office of Student Affairs if they are temporarily leaving the residential community overnight(s) for a medical reason. Details of the reason for the leave of absence are not required. This communication can be facilitated through Health and Wellness Services.

## **COOKING AND FOOD**

Under no circumstances may refrigerators be used in bathroom facilities. Food kept in the residence hall must be stored in closed containers. All food utensils and food preparation devices must be cleaned immediately after use and not left in bathroom areas. Leftover food is to be thrown in the garbage, NOT poured down sink or shower drains. Utensils left in bathrooms will be discarded. No cooking is allowed in rooms. Microwaves are provided in each suite for student use.

It is the responsibility of the student to ensure that any extension cords used are in proper condition and used appropriately. Students must use only UL Seal of Approval power strips, with built-in circuit breakers.



## **DAMAGES**

In the event of damage to a room or its furnishings, the College will charge the cost of repair to the occupants of that room until responsibility for such damage is determined. Such charges may include damage to the lock and exterior of the room door unless such is promptly reported to Campus Safety and Security as vandalism. The cost of repairs for damages to community areas of the residence hall will be charged to the appropriate suite or to all hall residents unless responsibility for such damage is determined.

## **DECORATING ROOMS AND SUITES**

Residence Life encourages students to personalize their suite lounges and residence hall rooms and believes that decorating creates an atmosphere that is more comfortable and personal, thus promoting student satisfaction. Posters, banners, plants, etc. are recommended methods for decorating. Tapestries, wall hangings or other fabrics are not allowed due to fire safety. Painting is not allowed in the rooms or hallways. Suite lounges may be painted under the following conditions:

Students may purchase a Paint Permit from the Office of Student Affairs (cost to be determined by the Physical Plant and will include the paint). No other areas in the residence halls may be painted. In order to obtain approval, the suite leader or resident(s) of the suite must submit a sketch and description of the planned mural/work to the Director of Residential Services.

Residents may be required to pay a deposit to insure that work will be completed responsibly. The suite will be held financially responsible for the condition of their suite lounge following the painting. Failure to obtain prior approval for painting a suite wall is a violation of the Community Code.

Suite members returning to the same living area may have the opportunity to retain any murals.

## **ELECTRICAL ADDITIONS**

Each room is equipped with an adequate number of electrical receptacles. However, caution should be taken to not overload the circuits. Decorative lighting and other electrical additions pose a potential fire hazard and are prohibited. Residents may not install ceiling fans. No extension cords may be used; only power strips with built-in circuit breakers are allowed.

## **FURNITURE**

St. Andrews recognizes the importance and value of allowing students to make their living area as comfortable as possible. The College provides residents with a bed, mattress, desk, and closet and drawer space. Residents may bring other items to decorate and personalize their rooms. However, college furniture may not be removed from the room. Seniors, with the exception of Pate Hall residents, have the privilege of providing all or a portion of their own furniture.

## **KEYS**

Each student is issued a room key and a hall and/or suite key during check-in. These keys are the property of the College. Duplication of keys, possession of duplicated keys, or providing unauthorized persons with an original or duplicate of a College key are prohibited. All keys issued must be returned to a Residence Life staff member at check-out.

It is the responsibility of each resident to protect all other students by taking care not to lose residence hall keys. Lost keys must be immediately reported to the Residence Life Office. Students who fail to report a lost or stolen key are disregarding the safety and security of fellow students.

For a key that is lost or not returned a fee of \$25.00 per key replacement and \$75.00 for new lock replacement will be assessed.

Due to the serious compromise to the security of all residents, exterior doors should never be propped. A fine of \$10.00 will be assessed for individuals found violating the policy in any residence hall. Repeated propping of doors will also be addressed through the judicial system.

## **LOFTS**

The College is not in any way responsible for such beds or any damages or injuries caused by their use.

## **PERSONAL EFFECTS**

Students are responsible for all items in their possession. Residential students are expected to lock the doors to their individual rooms and their suite or hall doors when leaving. Any personal effects, valuables, or other property left in the residence hall at the close of the academic year shall be considered abandoned property and may be retained or disposed of by the College.

## **PETS**

No pets may be kept in student rooms. Violators of this policy regarding pets will be fined \$100.00 for each infraction and the pet immediately removed from the residence hall. Students will have 4 hours to arrange off-campus care of the animal or it will be taken to the Scotland County Humane Society. Exceptions will not be made for any temporary keeping of pets.

Guests or commuter students are required to keep pets on leashes while on campus; however, pets may not enter any building. Students with a documented disability who utilize a service animal that will be on campus at any time must comply with guidelines available through Disability Services.

The College also prohibits the feeding of any stray animals in and around the residence halls or anywhere on the College campus. Caring for these animals during the semester results in cruel abandonment when students leave for winter and summer break.

## **QUIET HOURS**

Quiet hours are designed to support and promote a productive living and learning environment. St. Andrews is both an academic and residential community and residents are expected to show consideration for others at all times by reducing excessive noise and eliminating disruptions.

Each residence hall is given the responsibility to establish a period designated as Quiet Hours from at least 11:00 P.M. to 9:00 A.M. Sunday evenings through Friday mornings and from 1:00 A.M. to 10:00 A.M. on Saturdays and Sundays. Upperclass Halls may extend weekend quiet hours to 2:00 A.M. The Hall must do so by Hall vote and inform the Offices of Student Affairs and Campus Safety and Security in writing prior to implementation. Failure to abide by designated quiet hours may result in loss of privilege and/or an administrative modification of quiet hours.

Any suite may extend quiet hours to as long as all day for limited periods of time provided all members agree. Suite leaders will post Quiet Hours in each suite.

During final exam period from 2:00 A.M. Reading Day until completion of the College's exam schedule the entire campus will function on a 23-hour/day quiet hours policy. No party permits or organized activities will be allowed.

Noise during quiet hours that goes beyond the room in which it is generated and intrudes upon any other area of the residence hall will be considered excessive and in violation of the quiet hours policy. Residence hall rooms, courtyards, main lounges and other common areas are not to be utilized for instrumental rehearsal without the written consent of the RA or Resident Director.

The primary responsibility for enforcement of quiet hours rests with individual suite members who have been distracted by the noise. Residence Life staff will intervene to support quiet hours in those situations when they encounter a disturbance or when a resident has been unable to accomplish a successful intervention. Student Affairs staff has the responsibility to intervene in any circumstances where quiet hour violations are present, including disbursement of individuals. If necessary assistance may be obtained from Campus Safety and Security.

Community members who visit in others' suites are responsible for abiding by the quiet hours established by that suite. A visitor who violates a suite's quiet hours may be required to leave the suite. A community member who repeatedly violates quiet hours as a visitor faces a consequence of loss of privilege to visit any residential areas for a period of time to be specified through the Community Hearing Board or Administrative Hearing. A community member who repeatedly

violates quiet hours within their own residential area faces judicial sanctions as designated by Administrative Hearing or the Hall Council. Additional charges of failure to comply with a college official may result if student(s) are non-responsive to requests to comply.

Non-community members or guests are also responsible to abide by the quiet hours established by the suite in which they are a guest. A guest who violates quiet hours may be required to leave campus immediately.

## **RECREATIONAL ACTIVITIES**

The grounds around the residence halls, including the quad areas and courtyards of the flat halls, were designed to foster communication and community development. Appropriate judgment should be exercised in recreational activities to protect the campus buildings and decrease safety risks to occupants. For example, studying, sitting around, grilling, sunbathing, and other sedentary activities are encouraged near buildings and in courtyards. Recreational activities involving equipment and/or significant personal movement and exertion should be conducted away from any campus building in open or designated areas on campus. Golf, baseball, soccer, etc. may occur in designated areas only.

## **SINGLE ROOMS**

Single rooms may be available at an additional charge. If a student's roommate moves elsewhere, the student who remains must find a new roommate or accept a new housing assignment made by the Office of Residence Life. If the remaining student wishes to keep the single room and this option is available he or she will be assessed the single room rate. Typically, first-year students do not qualify for a single room.

Students requesting a single room or off-campus housing for reasons related to a disability must submit a Housing Accommodations Application. The Application and more information are available from Disability Services, Room A-5, LA Building, Ext. 5331.

# **STUDENT JUDICIAL SYSTEM**

## **SYSTEM INTRODUCTION**

The purpose of the Student Judicial System is to support the educational mission of the College and provide a clear set of procedures to be followed to determine if a student has violated the College's Conditions for Continued Membership (Code of Conduct), and in those cases in which it has been determined that the student has violated the code, to impose appropriate sanctions.

Judicial powers shall be vested in the Residence Hall Councils, the Community Hearing Board, and the Dean of Students. It is recognized that the faculty as stated in the Faculty By-Laws, Article VI, and Section 3 provides for this judicial system. As noted in that section, the ultimate authority rests with the President of the College as empowered by the Board of Trustees.

## **BASIC PHILOSOPHY AND GUIDING PRINCIPLES**

St. Andrews Presbyterian College is a church-related, educational institution within the liberal arts and sciences tradition. Its primary mission is educational and student-centered. The Student Judicial System reflects, supports, and is to be evaluated by this primary educational mission of the College.

The Student Judicial System is not a court of law; it determines responsibility, not culpability. When a judicial body holds a hearing on an incident it reaches a finding not on the "guilt" or "innocence" of a student but on whether the student was responsible or not responsible for the actions in question. St. Andrews is a community and an educational institution. The purpose of the College is not to punish people for crimes, but rather to empower individuals to exercise accountability.

Terms utilized in this section are used with the following meaning:

*Preponderance of Evidence* - A decision in the Student Judicial System is based upon a preponderance of evidence. Black's Law Dictionary (7th edition) defines a preponderance of evidence as "that which best accords with reason and probability." There must be clear and convincing proof of a compelling argument. An assignment of responsibility reflects the strength and reliability rather than the volume of the evidence.



*Double Jeopardy* - It is against the tenets of the St. Andrews Judicial System for an individual to be tried for the same offense twice. In this sense, it is considered double jeopardy if an individual is adjudicated for the same incident more than once under the Student Judicial System. It is not double jeopardy for a student to be held accountable in multiple jurisdictions (e.g. adjudication by the college does not preempt, but is separate from local, state or federal law, and vice versa).

*Confidentiality* - Confidentiality is essential to the protection of the rights and personal integrity of all individuals involved in a case. Maintaining confidentiality is not just a premise that is hoped for, it is an explicit duty of anyone involved in the case. The integrity of each individual involved is at issue, and one of the prime tenets of the Judicial System is to uphold this integrity irrespective of case outcomes.

## STUDENT RIGHTS

Consistent with the Joint Statement on Rights and Freedoms of Students (Appendix A) and the St. Andrews Code of Responsibility (see introduction), the Student Judicial System affirms the following rights for students:

- To a hearing before a regularly constituted hearing committee
- To be presumed not responsible until responsibility is demonstrated by “a preponderance of the evidence” or “clear and compelling evidence more likely than not”; the “beyond a reasonable doubt” standard is not applicable
- To timely notification of a hearing and a reasonably detailed written statement of the accusation as specified in the Judicial process
- To testify on one’s own behalf (including written and oral statements and physical exhibits) and to have material witnesses testify at the judicial hearing
- To be present at all phases of a hearing except deliberations, and the right to examine and refute evidence introduced at the hearing
- To decline to testify at a hearing. Students are reminded, however, that the hearing is not a formal judicial or criminal proceeding, and a hearing board/officer may reasonably draw negative inferences from a refusal to answer questions or otherwise participate or cooperate in the hearing process.
- To receive a timely written decision as specified in the Judicial Process
- To have confidentiality protected, as provided by the Family Educational Rights and Privacy Act (available in the Office of Student Affairs)
- To an appeal or review of the original hearing
- To be accompanied and assisted by an advisor at all phases of the hearing, provided that the advisor is a student or faculty/staff member of the St. Andrews Community. The advisor’s role is solely to observe and advise the student and not to participate in any way in the hearing, including questioning witnesses or addressing the hearing body. No person from outside the St. Andrews community is permitted to participate formally or informally in any judicial proceeding, unless called as a witness.

## JUDICIAL PROCESS

Judicial proceedings are initiated when a written Incident Report is filed in the Office of Student Affairs. Students, faculty, administrators, or staff members can file charges of code violations. Upon review of Incident Reports, the Dean of Students may elect to address involved student(s) and provide them a choice of administrative action in lieu of the judicial process.

Judicial cases occurring at the beginning of Fall Semester (before hearing bodies are fully trained) or the end of the Spring Semester (too near final exams for Hall Council, Community Hearing Board action) may require administrative adjudication by the Dean of Students (or designee). In such cases, the Vice President for Enrollment and Student Services shall be the appellate body.

Incident Reports are reviewed by the Case Referral Panel on a regular basis. The Case Referral Panel, after review and deliberation, may refer a case to one of the four hearing venues. The Case Referral Panel may first seek to have the persons involved mediate their dispute before making a referral or finding little or no merit in the charge, may take no action. The right to appeal applies in all hearing venues.



## NOTICE OF CHARGE

If, after review, the Case Referral Panel determines that the College should hold a formal hearing, a written notice will be delivered to the accused student at least four days prior to the scheduled hearing. The notice will (a) inform the student of the behavior that allegedly violates policy, (b) identify the origin of the incident report, (c) state the student's responsibility to meet with the assigned hearing body, (d) indicate a date by which the student is to appear before the hearing body, and (e) refer the student to the Student Judicial System in the Saltire.

Cases normally referred to the Dean of Students for Administrative Hearing include:

- Violations for which Suspension is the minimum recommended sanction. This includes incidents where multiple violations have occurred and the composite or cumulative recommended sanctions would be Suspension.
- Setting fires or tampering with fire safety equipment.
- Cases dealing with fireworks, firearms, or weapons on campus.
- Incidents involving students charged with violations that would be considered by the civil/criminal system to be a felony.

Cases involving civil or criminal action against a student which include:

- Hazing violations
- Sexual harassment and/or assault
- Possession of lost or stolen property
- Alcohol violations
- Drug violations
- Destruction of property
- Disorderly conduct
- Fighting
- Theft/Dishonesty
- Theft of property
- Vandalism

Cases normally referred to the Community Hearing Board include:

- Vandalism/Property Destruction
- Failure to comply with college official
- Repeated quiet hours violations

Cases normally referred to a Residence Hall Council include:

- Lesser cases of vandalism within the hall
- Lesser cases of destruction of property within the hall
- Quiet-hours violations
- Roommate disputes

## DEFINITION OF HEARINGS

*Referral of Cases* - The Case Referral Panel is comprised of the SGA President (or designee), Attorney General, Student Defense, Chair of the Student Affairs Committee (or faculty member appointed by Chair of Student Affairs Committee) and the Dean of Students. The Case Referral Panel meets on a regular basis throughout the semester to review Incident Reports and decide on the disposition of the cases involved. Specifically, the Case Referral Panel, after review and deliberation, refers a case to one of three hearing venues: (1) Administrative Hearing with the Dean of Students (or the Dean's designee), (2) Community Hearing Board, or (3) a Residence Hall Council.

- Administrative

Generally, incidents will be adjudicated by administrative hearing when legal consequences are involved or when it is not feasible to convene the Community Hearing Board or the Residence Hall Council. The Dean of Students or designee will conduct administrative hearings.

- Community Hearing Board

The Community Hearing Board is comprised of three students (normally filled through general elections from the student body) and two faculty members (appointed by FEC). The Community Hearing Board will usually adjudicate incidents involving alleged violations against the community at large.

- Residence Hall Council

The Residence Hall Council is comprised of hall officers. The Residence Hall Council will handle incidents involving alleged violation against the community, especially relating to that specific hall, without legal consequences.

## **OBLIGATIONS OF STUDENTS IN THE HEARING PROCESS**

- To cooperate fully with the hearing body, to answer all questions truthfully and specifically, and to facilitate the discovery of truth however possible.
- To give all testimony truthfully and honestly. All testimony given before a board is assumed to be under oath or affirmation.

### *Meeting To Admit Or Deny Charges*

In a judicial hearing, the student will review with the hearing body the charge(s) and admit or deny responsibility. If responsibility is admitted, the case will be adjudicated in the hearing, with appropriate sanctions imposed. If the student denies the charge(s), the case will continue to be heard by the hearing body.

### *Failure To Appear/Waiver Of Hearing*

An accused student who fails to attend a hearing by the date set in the Notice of Charge without just reason for doing so, waives the opportunity for hearing. In such cases, the hearing will go on without the student present and the hearing body may find that the accused student has committed the alleged act of misconduct and may impose sanctions against the student. Failure to attend appointments and hearings will not be accepted as grounds for continuance or appeal. Failure to appear before a hearing board may bring about the finding of responsibility and the student may lose his/her right to appeal. The student will be notified in writing of the findings of the hearing body.

## **HALL COUNCIL HEARING BOARD**

- The Hall Council Officers are elected through hall elections. The Officers will convene in a private session to hear cases referred by the Dean of Students, designee or Case Referral Panel. The Hall Council President will serve as moderator for the hearings.
- The Hall Council Vice President is elected through hall elections and is responsible for maintaining all records of the proceedings.
- Hall Council is comprised of all hall officers.

### *Membership Responsibilities*

Council members will meet the following requirements for membership:

- Maintain confidentiality and remain unbiased during hearing and deliberations.
- Agree to follow college policy.
- Refrain from voting if there is a conflict of interest between accused and hearing member.
- Attend all hearings (Only absences due to sickness or personal emergency are excused, no more than two unexcused absences are acceptable.)
- Hall Council members, the accused, and witnesses all are required not to discuss proceedings with anyone outside of the hearing or meeting.

A Hall Council, or its individual members, that fail to meet these responsibilities may be removed at the discretion of the Dean. The Hall will then be charged with electing a new Hall member or council.

### *Procedures*

- All testimony presented to the Hall Councils is given under affirmation or oath. Any false testimony is a serious violation of the community code and may lead to serious penalties as listed in the Conditions for Continued Membership.
- The Hall Councils will meet as needed in order to review cases. Meeting notices will be posted in residence halls at least four days in advance of hearing.
- The Hall Council will recommend sanctions to the Dean of Students with the finding of responsibility. The sanctions in the Saltire are recommended minimum sanctions and should fit the action.
- All actions of the Hall Councils are reported to the Dean of Students.
- Failure to appear before a Hall Council may bring about the finding of responsibility and the student may lose his/her right to appeal.

## **COMMUNITY HEARING BOARD**

- The student members of the Community Hearing Board are elected in the spring student elections for the following year. Community Hearing Board student members must meet the same eligibility criteria as SGA members. The faculty members are appointed by the Dean of the College prior to the beginning of the academic year.
- The Chair of the Community Hearing Board is appointed by the President of the SGA and acts as a coordinator for all Hearing Board activities. The chair will serve as moderator for the hearings.
- The Secretary of the Community Hearing Board is elected from its members and is responsible for maintaining all records of the proceedings and correspondence.
- In the event of a student vacates his or her position on the board the SGA Cabinet will select a replacement.
- Board members, the accused, and witnesses all are required not to discuss proceedings with anyone outside of the hearing or meeting.

### *Membership Responsibilities*

Membership on the Community Hearing Board has first priority for students among out-of-class activities and for non-work related activities for faculty and staff. Board members will meet the following requirements for membership:

- Maintain confidentiality and remain unbiased during hearing and deliberations.
- Attend all hearings. (Only absences due to sickness or personal emergency is excused, no more than two unexcused absences are acceptable.)
- Agree to follow college policy.
- Participate in Community Hearing Board Forums to educate the campus about the standards system and receive feedback from the campus community.
- Refrain from voting if there is a conflict of interest between accused and hearing member.
- Board members, the accused, and witnesses all are required not to discuss proceedings with anyone outside of the hearing or meeting.

A Community Hearing Board, or its individual members that fail to meet these responsibilities may be removed at the discretion of the Dean. The Community Hearing Board will then be charged with electing a new Board member or council.

### *Procedures*

- All testimony presented to the Community Hearing Board is given under affirmation or oath. Any false testimony is a serious violation of the community code and may lead to serious penalties as listed in the Conditions for Continued Membership.

- The hearing boards meet on a regularly scheduled basis. Meetings are scheduled to accommodate the schedules of the Board members and the individuals involved in the case being reviewed.
- Three members of the hearing board constitute a quorum. If a quorum is not present, the case will be reassigned for a later date. Each member, including the chairperson, has one vote.
- With the finding of responsibility, the hearing board has the option to decide sanctioning. The sanctions in The Saltire are recommended minimum sanctions and should fit the action.
- All actions of the Community Hearing Board are reported to the Dean of Students.
- Failure to appear before a hearing board may bring about the finding of responsibility and the student may lose his/her right to appeal. See Waiver of Hearing.

## **ADMINISTRATIVE HEARINGS**

The Dean of Students or designee has the authority to conduct hearings involving any case for which suspension is the minimum sanction. The President of the College bestows this authority upon the Dean of Students.

### *Procedures*

- All testimony presented is given under affirmation or oath. Any false testimony is a serious violation of the community code and may lead to serious penalties as listed in the Conditions for Continued Membership.
- Administrative Hearings will be scheduled individually with Dean of Students (or designee) and the student. Meetings are scheduled to accommodate the schedules of the Dean of Students and the individuals involved in the case being reviewed.
- The Dean of Students or designee may use any sanction he or she deems appropriate to the violation upon a decision of responsibility. This includes the sanctions of suspension and dismissal.
- Failure to appear before a hearing body may bring about the finding of responsibility and the student may lose his/her right to appeal. See Waiver of Hearing.

## **APPEAL PROCEDURES**

### *Appeal of Decisions General Guidelines*

If an accused student is found responsible for a violation by Administrative Hearing or other designee of the Dean of Students, Hall Council or Community Hearing Board, he or she has the right to appeal that decision to the Dean of Students. All appeals must be submitted in writing to the Dean of Students by 5:00 PM on the second working day after the initial decision is rendered.

To appeal a decision by the Dean of Students, an appeal may be submitted in writing to Vice President of Enrollment and Student Services by 5:00 PM on the second working day after the Dean of Student's decision is rendered. To appeal a decision by the Vice President of Enrollment and Student Services an appeal may be submitted in writing to the President of the College by 5:00 PM on the second working day after the Vice President of Enrollment and Student Services' decision is rendered. The decision of the President is final.

An appeal will be granted only if one or more of the following conditions are met:

- Severity or impropriety of consequences over and above the nature of the incident
- New evidence not reasonably available at the time of the original hearing
- Violation of College judicial procedures, including claims that the hearing was not conducted fairly or that the decision was not supported by preponderance of evidence.

The appeal process is not an opportunity to rehear a case. An appeal is a review of the finding of the previous adjudicating body. It is not a new hearing on the original evidence. All record of proceedings of the previous adjudicating body will be made available to the appellate body. At each level, the appellate body determines if appealed case merits being heard, based on the conditions outlined for appeal requests. For example, the Dean of Students will determine, based on review and consultation with appropriate officials, whether or not an appeal will be heard. Cases in which appeals are denied are considered closed.



Consequences imposed on individuals deemed responsible are “frozen” until the case is closed; that is, while the appeal process is ongoing no consequences may be enforced unless extreme circumstances exist as determined by the Dean of Students. Records of proceedings and storage of records are housed in the Office of Student Affairs. Refer to Appendix A for Joint Statement of Rights and Freedom of Students and Statement of Student Responsibilities, Special Circumstances.

## **SANCTIONS**

Judicial powers are vested in the Residence Hall Councils, the Community Hearing Board, and the Dean of Students. The appropriate hearing body as part of the judicial process implements the following sanctions.

### *Warning*

A Warning may be verbal or written. If verbal, a notation is made in the student’s file. If written, an official letter is sent to the student outlining the offending actions, the consequences for those actions, and a warning of possible consequences for continued actions of the same nature. Notice of warnings are placed in the student’s file and sent to the appropriate college officials.

### *Reprimand with Probation*

A Reprimand is an official letter indicating the nature of the unacceptable behavior choice(s) and indication of possible consequences for further misconduct. Included with this sanction is Probation for a period no less than four months.

Probation is a middle status between good standing and possible suspension from the College. Further misconduct during the probationary period is likely to result in restriction or suspension. A copy of the reprimand letter is placed in the student’s file and sent to the appropriate college officials and parents or guardians.

### *Restitution*

Restitution is compensation for loss, damage or injury through the payment of money or through appropriate work requirement related to the offense.

### *Loss of Privilege*

Loss of Privilege is the taking away of specified privileges for a designated period of time.

### *Living and Learning Contract*

A Living and Learning Contract is a disciplinary letter which places a student on probation with specific requirements. The letter is signed by the student requiring him/her to satisfy certain requirements within a period of time.

### *Disciplinary Service*

Disciplinary Service is mandatory community service.

### *Restriction*

Under Restriction the student continues in attendance, however, he or she will be on probation for a period of up to 12 months, required to perform disciplinary service, and will be ineligible to participate in extracurricular activities during the restriction period. Further misconduct during the restriction period will likely result in suspension. A copy of the restriction letter is placed in the student’s file and sent to the appropriate college officials and parents or guardians.

### *Suspension*

Suspension is a temporary separation of the student from the College. The student is excluded from the College for a stated period. The student may not return to the campus for any reason without permission during the suspension period. Tuition and fees are not refundable when a student chooses behaviors that result in suspension. The student may request to be readmitted at the end of the suspension period by writing a letter to the Dean of Students, but readmission is never automatic. The College is under no obligation to readmit a student after a suspension. A copy of the suspension letter is placed in the student’s file and sent to the appropriate college officials and parents or guardians.

## *Dismissal*

Dismissal is permanent separation of the student from the College. The student is excluded from the College permanently. Tuition and fees are not refundable when a student chooses behaviors that result in dismissal. A notation is placed on the student's permanent file in the Registrar's office. A copy of the dismissal letter is placed in the student's file with the College and sent to the appropriate college officials and parents or guardians. The student may not return to campus for any reason without permission.

## *Interim Suspension Pending Hearings and Appeals*

Although not a sanction, Interim Suspension is an action that can be initiated by the Dean of Students for the following reasons:

- a) To ensure the safety and well-being of members of the College community or to protect College property from damage;
- b) To ensure the student's own physical or emotional safety and/or well-being;
- c) If there is reason to believe that the student poses a threat of disruption to or interference with the normal operation of the College.

During Interim Suspension, a student will be denied access to the College including classes and all other College activities or privileges pending hearings and appeals.

# **CONDITIONS FOR CONTINUED MEMBERSHIP**

## **ACADEMIC DISHONESTY**

Acts of academic dishonesty including but not limited to cheating and plagiarism are violations of the Community Honor Code. Faculty members will respond to such violations in a manner they deem appropriate. The faculty member will report the incident and any action taken, including any impact on the student's grade, to the Associate Dean for Academic Affairs and to the student. According to the severity of the reported academic dishonesty or in multiple reports of academic dishonesty, the Dean of the College may take further disciplinary action and such action will become part of the student's permanent record.

In the event a student feels the grade for a course is not a fair evaluation of his or her performance (including academic dishonesty), the student may initiate a grade appeal procedure as described in the Academic Catalog. The Dean of the College must ratify the decision of the grade appeal committee. The decision of the committee may be appealed to the President of the College. Grounds for appeal are:

- Severity or impropriety of sanctions
- Significant new evidence not reasonably available at the time of the original grade appeal committee decision, or
- Significant departure from the specified grade appeal procedures

Note: An appeal process is a review of the finding of the previous adjudicating body. It is not a new hearing on the original evidence. All evidence considered by the Grade Appeal Committee will be made available to the President of the College in the event its ratified decision is appealed.

## *Plagiarism, Paraphrasing and the Use of Quotations*

Plagiarism is a Community Honor Code violation. It is the presentation of another's words or ideas as one's own, and thus is an instance of stealing, cheating, and lying.

Institutions need to make clear what ethical principles guide the writing of critical essays and papers. This statement is made in order to clarify some of these points and to forestall claims of innocence and ignorance regarding plagiarism in its two most common forms: the use of direct quotations and paraphrasing.

Webster's New Collegiate Dictionary defines plagiarizing in this way:

"To steal, purloin, and pass off as one's own the ideas, words etc. of another."

If a student deliberately copies the exact words of a clause, sentence, or paragraph written by another without enclosing these words in quotation marks (or otherwise indicating a direct quote) and citing the source in a footnote, the student is guilty of plagiarism. If a student presents ideas of another person in his or her own words without citing the source in a footnote or parenthetical note, the student is guilty of plagiarism also.

The mere fact that the student has not quoted the author's words directly does not absolve the student from the responsibility of giving credit for ideas from sources other than his/her own.

Plagiarism can be avoided by following careful procedures when paraphrasing and using quotations. Webster's New Collegiate Dictionary says that to paraphrase is "To say the same thing in other words. A restatement of a text, passage, or work, giving the meaning in another form." In general, the procedure for paraphrasing is this: the student should read the material to be paraphrased as often as necessary to grasp the substance of the writer's idea. Then, without referring to the source, the student should write a version of the idea. Finally, the student should check his/her statement against that of the original source in order to be sure that (1) the student has not unconsciously reproduced the author's words and (2) the student has accurately represented the thought of the source. Then the student should cite the source of the paraphrase in a footnote or parenthetical note. Good scholarship requires the limited and discriminating use of quotations. The student should use quotations only when there exists the need to reproduce precisely the author's position or to show that the writer's phrasing was so vivid or felicitous that the student could not improve upon it.

A critical essay or research paper should not consist of a series of paraphrases and quotations. The student must learn to remember the source of the ideas and information, and must clearly cite those sources relied upon. In addition, the paper must show in writing that the student can analyze, interpret, and evaluate the source materials, which are encountered.

For specific illustrations of appropriate uses of sources, guidelines for proper attribution, and examples of paraphrasing and plagiarism, see the following website:

<http://www.northwestern.edu/uacc/plagiar.html> .

## **ALCOHOL POLICY**

### *Introduction*

Freedom of choice and diversity of opinion have long been traditions at St. Andrews Presbyterian College. The College has never perceived its role to be one of telling students what they should or should not believe or what choices they should or should not make regarding various issues. The specific issue of whether or not to drink alcoholic beverages is no exception to this belief. The College believes that it has the responsibility to encourage and sustain a learning environment that both respects individual freedom and promotes the health, safety, and welfare of all members of its community. This responsibility, as it relates to alcoholic beverages on campus, carries with it the following expectations:

- That all those who choose to drink alcoholic beverages will do so within the boundaries of the laws, policies, and procedures set forth in this document. The violation of state laws and the abuse of alcohol are deemed unacceptable by the College.
- That those who choose to drink alcoholic beverages will do so responsibly. Irresponsible drinking may result in drunken driving, accidents, and, eventually, alcoholism. Irresponsible drinking may often result in other side effects that are not conducive to the learning environment established by the College.
- The College believes that its alcohol policy should be carried out in a way that balances enforcement and education.
- The College believes that it has a responsibility to provide educational programs concerning alcohol and other substances with the overall objective of promoting an environment conducive to responsible decision-making concerning alcohol use by all members of the campus community. It shall be the goal of the Student Affairs Office, in conjunction with other appropriate campus organizations and offices to implement this broad-spectrum programming.

## *Legal Requirements of the State of North Carolina*

The following is a summary of the North Carolina General Statutes as stated in the Alcoholic Beverage Control Laws. The complete set of general statutes regarding alcohol consumption may be found in the Student Affairs Office. The College's Alcohol Policy is based on these statutes.

- It is against the law to sell or give beer, wine, liquor, or mixed beverages to anyone under 21 years of age.
- It is against the law for a person under 21 years of age to purchase or possess beer, wine, liquor, or mixed beverages.
- A violation of either item above by a person who is less than 21 years of age is a misdemeanor.
- Any under-age person who aids or abets another in violation of the above shall be guilty of a misdemeanor punishable by a fine of up to \$500 or imprisonment for up to six (6) months.
- Any person over the lawful age who aids or abets another in the violation of the above shall be guilty of a misdemeanor punishable by a fine of up to \$2,000 or imprisonment for up to two (2) years or both.
- It is unlawful for any person to obtain alcoholic beverages by using or attempting to use the following:
  - Fraudulent or altered driver's license
  - Fraudulent or altered identification documents other than a driver's license
  - Driver's license issued to another person
  - ID documents other than a driver's license that have been issued to another person
- It is unlawful for any person to allow the use of his or her driver's license or any other official document of any kind by any person who violates or attempts to violate the laws stated above.
- A violation of the above, if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, will result in the court filing a conviction report with the Division of Motor Vehicles. Upon receipt of the conviction report, the Division of Motor Vehicles will revoke the person's license.

## *College Policies Regarding the Consumption and Handling of Alcoholic Beverages*

### **General Policies**

1. Students, faculty, staff, and their guests, are expected to comply with these guidelines and the North Carolina Alcohol Beverage Control Laws.
2. Consistent with state law, students under 21 years of age are not permitted to possess or consume alcohol. The penalties for violation of this law are:
  - First Offense - Warning (including an administrative hearing and/or disciplinary service)
  - Second Offense - Reprimand with Probation (including parental notification and a substance abuse assessment with mandatory education and a minimum of eight hours disciplinary service)
  - Third Offense - Restriction (including parental notification, a minimum of 20 hours disciplinary service and mandatory attendance in a substance abuse psychoeducation group. The student is responsible for the cost of the services, if any.)
  - Fourth Offense - Suspension
3. Any guest of a student, faculty member, or staff member who is engaging in disorderly or disruptive behavior will be asked to leave the campus immediately and may not be welcome to return.
4. It shall be the general policy of this college that no multiple serving containers such as kegs and alcoholic containers of more than 32 fluid ounces will be permitted on campus. The penalty for first offense possession of a keg or other multiple serving container is a \$50 fine, community service and restriction; second offense, a \$100 fine and suspension.



5. Alcoholic beverages are strictly prohibited in all residence halls unless specifically allowed, all academic buildings, the PE Center, at all athletic events, and on all athletic fields.
6. Possession or consumption of alcoholic beverages on campus is prohibited during athletic preseason training, new student orientation (Fall and Spring Semester), and through registration. Returning students who violate this regulation will be required to leave campus. New students who do so are subject to normal disciplinary procedures as described previously and below.
7. Possession or consumption of alcoholic beverages is prohibited during holidays/breaks when students receive permission to remain on campus.

#### *Drunk, Disruptive, or Disorderly Behavior*

Drunk and disruptive, or disorderly behaviors are not acceptable choices of behavior. Persons whose alcohol consumption produces loss of self-control, abuse of the person or rights of others, excessive disturbance or destruction of property will be held accountable for their behavior.

The penalties for drunk and disruptive or disorderly behavior are:

- First Offense - Reprimand with Probation and Restitution and Disciplinary Service
- Second Offense - Restriction and Restitution and Disciplinary Service
- Third Offense - Revocation of the housing contract and Suspension from the College for a semester.

#### *Public Areas*

The consumption of alcohol is allowed by persons of legal age during specific college permitted events or parties. No person shall consume alcoholic beverages or possess open original or secondary containers containing alcoholic beverages in any public area of the campus. The penalties for public consumption of alcoholic beverages by students under age 21 are described above in the section on General Policies, item 2. The penalties for violation of this policy by students 21 or older are:

- First Offense - Written Warning
- Second Offense - Reprimand with Probation and a minimum of eight hours disciplinary service.
- Third Offense - Restriction and a minimum of 20 hours disciplinary service.

#### *Residence Hall Areas*

All residence halls are alcohol-free except Granville ADLs and Orange Hall. Community members over the age of 21 who wish to consume alcoholic beverages in residence hall rooms, suites, courtyards and main lounge must do so in either Granville or Orange Hall. Possession and/or consumption of alcohol in any area of campus not designated as authorized for such will result in judicial action.

- First Offense - Written Warning
- Second Offense - Reprimand with Probation and a minimum of eight hours disciplinary service.
- Third Offense - Restriction and a minimum of 20 hours disciplinary service.

#### *Drinking Games or Contests*

Participation in drinking games or contests is not an acceptable behavior choice. This activity can have a lasting negative impact on personal health and wellness, and will result in disciplinary action.

- First Offense - Reprimand with Probation and a minimum of eight hours disciplinary service.
- Second Offense - Restriction and a minimum of 20 hours disciplinary service.
- Third Offense - Suspension.

## DRUG POLICY

Use of drugs in such a way as to interfere with the maintenance of an environment of high standards of professional and personal conduct is seriously detrimental to our efforts to fulfill the mission of the College and is an unacceptable behavior choice. As a community, our concern is primarily for the individual and will encompass programs of intervention, education, and supportive counseling. Such an approach flows from our shared sense of responsibility for the well-being of all members of the St. Andrews community. However, all local, state and federal laws will be observed regarding the possession, use, and distribution of illegal substances.

This policy complies with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226).

### *Possession of Drug Paraphernalia*

Students should be aware of the State law pertaining to drug paraphernalia, and should take special note to those items legally defined as “drug paraphernalia.” The use and/or possession of drug paraphernalia will be considered an additional charge when the illegal possession or use of any controlled substance is proven. This additional charge will impact sanctions.

*Minimum sanction: Reprimand with Probation*

### *Drug Schedule*

A more complete list of specific drugs according to their Schedule designation is available in NC General Statutes in DeTamble Library, through the Office of Campus Safety and Security, or on-line.

Schedule I or Schedule II Including, but not limited to heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone

Schedules III through VI Including but not limited to marijuana, pentobarbital, codeine

### *Illegal Possession of Drugs*

Illegal possession of any controlled substance may be actual or constructive. Actual possession is established as occurring at the time and constructive possession is established by an individual's power and intent to control disposition. The fact that a controlled substance is found on premises controlled by an individual permits an inference that the individual knowingly possessed the substance. Possession or use of illegal drugs is prohibited.

### *Sanctions*

- First Offense: Schedule III through VI - Suspension\*

\*An interim suspension is initially implemented and the Dean, in consultation with the student and their family, will discuss the personal circumstances of substance abuse and conditions of return. At the Dean's discretion the suspension may be held in abeyance for a year and the student allowed to return to campus once a professional recommendation is made from a private provider of the student's choice. During this time the student must consent to random drug testing and counseling (at the student's expense). If at any time during the year the student violates any policy or test positives the suspension goes into full-effect from the date of the positive drug test or the policy violation. If the student returns to campus under the abeyance it will be so under the sanction of restriction and probation for a determined period of time.

- First Offense: Schedule I or II - Suspension.
- Second Offense: Schedule I through VI - Dismissal

### *Trafficking in Illegal Drugs*

Behavior that involves the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, any controlled substance is prohibited.

### *Sanctions*

- First Offense: Schedule I through VI - Dismissal

## *Drug Treatment and Education*

Any student who seeks help with a substance abuse problem before a disciplinary situation arises will receive assistance in gaining intervention without risk of disciplinary action. However, this action should not become a cover for continued drug abuse, and this remedy may only be used once by the same person during his/her tenure at St. Andrews.

St. Andrews does not have a drug treatment facility or the counseling resources to help students with drug problems that entail long-term intervention. However, the Counseling Center is available to help refer students to appropriate intervention resources, and can assist in short term intervention needs.

St. Andrews Presbyterian College recognizes the health risks that are associated with the abuse of substances. It will be the institution's responsibility to inform and educate the college community of these risks.

## **COMPLYING WITH REQUESTS FROM COLLEGE OFFICIALS**

Failure to comply with the requests of college officials (e.g. faculty members, administrators, Campus Safety and Security, student affairs or residence life staff, food service staff, and others) acting in the performance of their duties is a serious violation of the Conditions for Continued Membership. Such conduct, as failure to evacuate during fire alarm, failure to comply with sanctions, provide an ID, falsification of identification, or uncooperative or threatening behavior will result in disciplinary action.

*Minimum Sanction: Reprimand with Probation*

## **CONVICTED FELONS**

Any student convicted of, or pleading guilty or nolo contendere to, a felony will be suspended immediately. It should be understood that no application for readmission will be considered for one full academic semester, however, readmission is never automatic. During that semester, the suspended student is not allowed to enter college property without prior permission of the Dean of Students or designee.

*Minimum Sanction: Suspension*

## **DISORDERLY CONDUCT/VIOLATION OF LAWS**

Behavior that disrupts the regular functions of the St. Andrews community, including behavior that breaches the peace or violates the rights of others, is a violation of the Conditions for Continued Membership and will result in sanctions. This may include behavior that violates federal, state or local laws, even if formal charges have not been filed.

*Sanction Range: Reprimand with Probation and Loss of Privilege to Dismissal*

## **FIGHTING**

Fighting in the form of physical altercation or physical assault is not an acceptable behavior choice and will result in disciplinary action for all involved. From pushing and shoving to hitting and choking, all forms of physical encounters between two or more persons will result in sanctions.

*Sanction Range: Reprimand with Probation and Loss of Privilege to Dismissal*

## **FIRE-SETTING OR TAMPERING WITH FIRE SAFETY EQUIPMENT**

The creation of a fire hazard, endangering the safety of persons or property through tampering with fire safety equipment, improper use and/or possession of inflammable or hazardous substances, fire setting, or arson are against College policy. Any violations may result in suspension.

Bonfires are permitted on the St. Andrews campus in a designated area. Permission to hold a bonfire must be received from the Office of Student Affairs and follow all party permit guidelines.

*Sanction Range: Reprimand with Probation to Suspension*

## **FIREWORKS**

North Carolina law prohibits the use of fireworks on a college campus, public or private.

*Minimum Sanction: Reprimand with Probation.*

## **HARASSMENT**

The threatening of or any verbal abuse directed toward a member of the College Community will be considered harassment. Harassment includes, but is not limited to, communication of a threat, defamation of character, verbal assaults, indecent language, and derogatory, sexist, or racist remarks or any behavior that puts another member of the College Community in a state of fear or anxiety.

For more detailed information on Sexual Harassment refer to the section on Sexual Harassment Policy and Procedures described later in this chapter.

*Sanction Range: Reprimand with Probation and Restitution*

## **HAZING**

Hazing is prohibited at St. Andrews. Hazing is defined in NC Statute as follows: “to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity.” This can address any action taken or situation created intentionally, whether on or off campus premises, to produce mental or physical discomfort or embarrassment in others. Hazing is a violation of North Carolina statutes 14-35 and 14-36. Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to any punishment imposed by the court, be expelled from the college or school he is attending. NC Law cites in the statute that the faculty or governing board of any college or school charged with the duty of expulsion of students for proper cause shall, upon such conviction at once expel the offender, and a failure to do so shall be a Class 1 misdemeanor. Violation of the campus hazing policy will be addressed administratively and will result in campus judicial action of suspension and may carry misdemeanor charges that are punishable by law.

*Minimum Sanction: Suspension*

## **MISUSE OR VANDALISM OF COLLEGE PROPERTY**

The unauthorized possession, use, or vandalism of college property including, but not limited to, the unauthorized use of college vehicles or of college keys is a violation of the Conditions of Continued Membership.

Misuse of computer facilities is also a misuse of College property and includes but is not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual’s identification and password.
- Use of computing facilities to interfere with the work or another student, a faculty member, or College official.
- Use of computing facilities to send obscene, abusive, harassing or disruptive messages.
- Use of computing facilities to create false IDs.

*Minimum Sanction: Reprimand, Loss of Privilege, Restitution*

## **SEXUAL ASSAULT/RAPE POLICY**

St. Andrews values the health and safety of every individual on campus and expects students to treat other persons with respect and dignity. Any behavior, which causes the sexual abuse/assault of another person, will not be tolerated, is a violation of the Code of Conduct, and may result in sanctions up to a student’s dismissal from the College. Disciplinary action on the part of the College does not preclude the possibility of criminal charges against the accused individual. For more information about the College’s policy and response as well as a guide to follow if you or someone you know has been assaulted, refer to Appendix B and the Student Judicial System.

*Sanction Range: Suspension to Dismissal*



## **SEXUAL HARASSMENT POLICY AND PROCEDURES**

St. Andrews has a special obligation to foster an environment that is based upon the moral and ethical foundations of the Church, according to the Statement of Purpose.

Sexual harassment in any situation is reprehensible. It subverts the mission of the College, and threatens the careers of students, faculty members, and staff. For specific information about the policy and the College's response and procedures, refer to Appendix C.

*Minimum Sanction: Reprimand with Probation/Restitution*

## **THEFT/DISHONESTY**

### *Dishonesty*

Acts of dishonesty, theft of property, fraud, unauthorized use of facilities or equipment, and providing false information are all forms of theft or dishonesty and considered violations of the Community Honor Code. Acts of dishonesty include, but are not limited to:

- Fraud, e.g. bouncing bad checks, utilizing another's bank, check or credit card
- Furnishing false information to any College official, faculty member, or office; possession of a fake ID
- Tampering with the election of any College recognized student organization
- Providing a legal age wristband to a person who is underage.

*Minimum Sanction: Restriction with Probation*

### *Theft Of Property*

Theft is a serious breach of the community standards because it destroys trust. Possession of stolen goods or the unauthorized use of automobiles, credit cards, calling cards, or identification is theft.

*Minimum Sanction: Suspension*

### *Unauthorized Removal Of Materials From Any Campus Resource*

Removing materials from the any College Resource without checking them out and/or mutilation of any materials (such as cutting out articles from newspapers, software on computers, etc.) is considered a Community Code Violation. Each violation may be reported to the student judicial system for action.

*Minimum sanction: Letters of Apology, Disciplinary Service, and Restitution*

## **WEAPONS**

North Carolina law (House Bill No. 499, April 1971) "strictly prohibits the possession of any gun, rifle, pistol, bowie knife, dagger, switch-blade knife, explosive of any kind, etc.," on any college campus, public or private. Thus, any item that might reasonably be considered a weapon, functional or non-functional, is prohibited from the St. Andrews campus.

Possession of a firearm on campus, either in the residence hall or in the vicinity thereof, is a very serious violation of College policy, will severely jeopardize a student's ability to continue at St. Andrews and will be dealt with according to State Law.

*Minimum Sanction: Confiscation of weapon, Restriction to Dismissal*

## **STUDENT GOVERNMENT**

The Student Government Association (SGA) is the official representative of the student body. One of the main purposes of the SGA is to foster communication between the administration and the student body. SGA functions as an administrative body and as a service to all community members. The SGA is able to represent student opinion on college committees, and the president and vice-president are able to attend faculty meetings. The results of this communication effort range from subtle to direct. Students are encouraged to take advantage of what the SGA offers. Students are represented by senators who are elected to ensure that their constituents' concerns regarding college affairs are dealt with as effectively as possible.

In addition, all SGA Officers welcome visits from students who wish to share their views. SGA is the administration's primary source of student opinion.

The administration and faculty value student opinion and involvement, and urge students to take advantage of their power, constructively, by becoming active members of the SGA.

### SGA Leaders for 2004-2005

<b>President</b>	<b>David Parson-Foresi</b>
<b>Vice-President</b>	<b>JJ Yager</b>
<b>Attorney General</b>	<b>Mike Genest</b>
<b>Student Defense Counsel</b>	<b>Krissten Zimmerman</b>
<b>Treasurer</b>	<b>Samantha Poverud</b>
<b>CSF President</b>	<b>Tiffany Blanchard</b>
<b>SAU President</b>	<b>Ryan Campbell</b>
<b>Secretary</b>	<b>Casey Kallenberg</b>
<b>Advisor</b>	<b>Corinne Nicholson</b>

## CONSTITUTION OF THE SGA

### Preamble

We the students of St. Andrews Presbyterian College, in order to form a legitimate system of self-governance, provide a forum for community concerns, encourage academic growth complemented by varied student activities, do ordain and establish this Constitution.

### Article I. Name

This organization is to be known as the St. Andrews Student Government Association, hereinafter referred to as the SGA.

### Article II. Membership

Every student at St. Andrews Presbyterian College is a member of the SGA.

### Article III. Officers of the SGA

#### Section 1

The following officers of the SGA shall be elected by the members of the SGA: the President and Vice President of the SGA, the Attorney-General, the Student Defense Counsel, the President of the Student Activities Union, and the President of the Christian Student Fellowship. Residence Hall Presidents and Vice Presidents shall be elected by the members of each Residence Hall. The Senate may designate other officers of the SGA as elected officers.

#### Section 2

Cabinet Officers shall be elected by simple majority. If no candidate receives a simple majority a run-off election shall be held. In all other elections the candidate with the highest number of votes will be declared the winner.

#### Section 3

All elected members of the SGA as well as all other students with leadership positions in the SGA must be full time students and must have, at the time they assume office, a 2.5 cumulative grade point average (CGPA) and not be on social or academic probation, and must maintain such CGPA throughout their term. If the CGPA of a member or officer falls below 2.5, or the person is on academic probation, then it is the responsibility of the member or officer to report the fact to the Judicial Committee and to tender, in conjunction with such report, the member's or officer's resignation. Failure to report a CGPA below 2.5 is considered a Community Honor Code violation, which may subject the member or officer to disciplinary action as outlined herein. The Faculty Executive Committee may grant exemptions to these eligibility requirements.

## Section 4

The terms of office of the officers of the SGA shall be one year in length and shall commence and end on the third Tuesday in April of each year.

## Section 5

### Board of Elections

- A. Authority for administering all voting procedures in the SGA shall be vested in a Board of Elections.
- B. The Board of Elections shall consist of 5 members of the SGA at large, one of whom shall be designated the chair, and shall be nominated by the President of the SGA and approved by the Student Senate. The Board of Elections shall choose a faculty advisor.
- C. The Senate with the concurrence of the Cabinet shall establish the by-laws concerning the functioning of the Board of Elections and procedures for elections. No changes in these by-laws shall take effect until after an election has occurred.

## Section 6

### Impeachment

Any elected or appointed officer of the SGA may be removed from office for neglect of duty, misconduct or malfeasance of office, and/or any constitutional violations by a two-thirds majority vote of the Senate.

## Article IV. Legislative Department

### Section 1

#### The Student Senate

The legislative power of the SGA shall be vested in the Student Senate.

### Section 2

#### Membership

The Student Senate shall consist of the Vice-President of the SGA, the President and Vice-President of each residence hall, and two off-campus student representatives. The Student Senate shall elect a faculty advisor.

### Section 3

#### Officers

The officers of the Student Senate shall be the President, President Pro Tempore, and Secretary.

- A. The Vice President of the SGA shall be the President of the Student Senate and shall be elected in a general election as prescribed in the Elections Bylaws of this Constitution. The President shall call for and preside over meetings of the Senate, oversee the administrative operations of the Senate, form agendas for all Senate meetings, appoint all committees and their chairs, and act as an ex-officio member on all Senate Committees. The President shall only vote in the event of a tie. The President shall perform such additional duties as the Senate may assign. The President of the Senate shall serve as the Senate representative to the Cabinet.
- B. The President Pro Tempore of the Senate shall be elected by the Senate at its first meeting. The President Pro Tempore shall serve in the absence of the President and shall assume the office of the Vice-President should the office be vacated.
- C. The Secretary of the Senate shall be elected by the Senate from outside its membership upon the recommendation of the President of the Senate. The Secretary shall attend to all official correspondence of the Senate and maintain its files and archives.

## Section 4

### Powers and Responsibilities

The Student Senate shall have authority and responsibility as follows:

- A. The Senate shall consider all questions of student welfare and general student interest, taking action as appropriate.
- B. The Senate shall establish rules governing student life consistent with College policies and the provisions of this Constitution.
- C. The Senate shall allocate SGA funds to chartered student organizations and review monthly audits of SGA accounts by the Treasurer.
- D. The Senate shall establish and enforce its rules of procedure in accordance with the current edition of Robert's Rules of Order.
- E. The Senate shall establish those committees necessary for the operation of the business of the Senate. The Senate shall approve appointments to committees made by the President of the Senate by simple majority vote.
- F. The Senate shall establish a Budget Committee consisting of five appointed Senators and shall be chaired by the SGA Treasurer. After receiving the Treasurer's budget proposal, this committee shall review the budget requests of officially chartered organizations. The Budget Committee shall then refer their revised proposal to the entire Senate for approval. Upon Senate ratification by majority vote, the President of the Senate shall present this budget to the President of the SGA for approval or veto. This committee shall meet regularly and make reports to the Senate concerning the financial status of the SGA.
- G. The Senate may require reports from any officer of the SGA and any chartered or subsidiary organization.
- H. The Student Senate shall appoint the editor of The Lance and the Lamp and Shield or provide a procedure for their selection.
- I. The Senate shall create procedures for the election of residence hall officers.
- J. The Senate shall impeach any officer of the SGA charged with and found guilty of malfeasance or nonfeasance in office, with the concurrence of two-thirds of the Senators present and voting.
- K. The Senate shall normally meet weekly, with times and locations to be determined by the Senate. All Senate meetings shall be open to all members of the College Community unless the meeting is closed by a 3/4 vote of the Senate. Additional requirements for a closed meeting may be found in the Bylaws of the Student Senate.
- L. A quorum shall consist of ten (10) senators. No official business of the Senate may be conducted without a quorum.
- M. Nothing in this Constitution or its Bylaws shall be construed to deny the right of any student to initiate legislation by petition, and the Senate may prescribe the procedure for the initiation of legislation.
- N. The Senate shall not enact any legislation abridging the authority of the Trustees, Administration, or Faculty of the College.

## ARTICLE V. Executive Department

### Section 1

#### The President

The executive power shall be vested in a President of the SGA, who shall be elected according to procedures outlined in this Constitution. A student must be a rising academic junior or senior to occupy the office. If a vacancy occurs within the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of President.



## Section 2

### Powers and Responsibilities of the President

- A. The President shall preside over the Cabinet and shall be responsible for the overall direction and organization of the SGA.
- B. The President from time to time shall give to the Student Senate information pertaining to state of the SGA, and shall recommend for its consideration such measures judged necessary and expedient.
- C. The President, as the official representative of the SGA, shall respond to actions taken or proposals made in areas of general student concern.
- D. The President shall uphold all provisions of this Constitution, the Bylaws and the Laws of the SGA, and shall oversee their faithful execution.
- E. The President may call special meetings of the Student Senate.
- F. The President may require a formal written interpretation from the Attorney General of any provision of the Constitution, its Bylaws, or of any charter, law of the SGA, or administrative action, but final interpretation of all Constitutional questions shall rest with the Student-Faculty Appellate Court.
- G. The President shall make appointments under this Constitution with the concurrence of the Cabinet and the approval of the Senate.
- H. The President shall, with the concurrence of the Cabinet, recommend to the Faculty Executive Committee student members for appointment to faculty committees.
- I. The President may appoint, with Cabinet approval, staff assistants or aides not provided for in this Constitution who shall serve at the pleasure of the President.

## Section 3

### Cabinet: Membership, Duties, Powers, Terms of Office, Eligibility

- A. The Cabinet shall be composed of the President, Vice-President, Attorney General, Student Defense Counsel, Treasurer, President of the Student Activities Union, and the President of the Christian Student Fellowship. These officers shall appoint a Secretary. The Cabinet shall choose an advisor.
- B. The Cabinet shall aid in the coordination of student programs. It shall make recommendations to, ask opinions of, and hear all College related bodies, and implement student legislation.
- C. The Cabinet shall monitor all operating codes, Bylaws, and memberships of all student organizations.
- D. The Cabinet shall appoint other executive committees required for the performance of the Constitutional duties assigned to the Executive Department.

## Section 4

### Cabinet Officers: Duties and Responsibilities

#### A. Attorney General

The Attorney General, as the chief student judicial officer of the SGA, shall advise the Cabinet on the status of the Judiciary Department. The Attorney General shall serve as legal counsel to the Cabinet, and may be asked to give opinions on constitutional interpretations. The Cabinet may direct the Attorney General to initiate action on behalf of the SGA if the constitutionality of an action is questioned. The Attorney General shall appoint an Assistant Attorney General, with the approval of the Student Senate, to assist in the execution of the duties and functions of that office. The Attorney General shall perform those duties assigned to that office under the Student Judicial System in The Saltire. The Attorney General shall present cases before hearings as prescribed in the Student Judicial System.

#### B. Treasurer

The Treasurer has jurisdiction over all financial affairs of the SGA. The Treasurer shall advise the Cabinet on the financial status of the SGA and all chartered organizations. Working in consultation with Senate Budget Committee, the Treasurer shall submit a budget for Senate consideration two weeks after the beginning of the fall term. The Treasurer shall conduct a monthly audit of each student organization and may freeze unencumbered SGA funds with Cabinet approval. The Treasurer shall chair and call meetings of the Leadership Council.

#### C. Secretary

The Secretary shall keep and distribute minutes of Cabinet meetings and assist in the communication of Student Government information among students and within the broader St. Andrews community.

#### D. Student Defense Counsel

The Student Defense Counsel shall act on behalf of and at the request of individual members of the student body in judicial matters, shall be present at all hearings at which the Attorney General is also present and shall provide judicial consultation to the Cabinet concerning student rights and privileges.

### Section 5

#### The Saltire Review Committee

A. The President, in consultation with the Dean of Students and with the concurrence of the Cabinet, shall appoint a Saltire Review Committee and designate one of its members as the chair.

B. The Saltire Review Committee shall review the Saltire and receive any recommendations relative to any of its provisions.

C. The Saltire Review Committee may, with the approval of the Senate, make recommendations to the faculty Student Affairs Committee for changes in the Saltire. The Student Affairs Committee recommends the following guidelines to review the Saltire. Discussion and formulation of recommendations should consider the following principles:

- Patience and concern for others. (The Golden Rule)
- Respect for students.
- Respect for faculty, staff, and others who work on our campus.
- Fairness of regulations and enforcement.
- Recognition of the College's responsibility to maintain the buildings and campus for present and future students.
- Treating all participants in the deliberation process with understanding and respect.
- Respecting the person or group charged with decision-making responsibility.
- Consultation with representatives of those who will be affected.
- Respect for College property.
- Moral and legal reasons to comply with the fire code.
- Safety of all parties.
- Regulations, when not enforced, invite frustration, confusion, and mistrust.
- Consideration of how actions reflect upon the College, or upon others in the college community.
- Pride in high standards of quality.
- Respect for individual freedom and responsibility.
- Consideration of the points where individual freedom encroaches upon the freedom of others or upon the quality of our community.
- Consideration of costs involved and who bears them.
- Holding authority, responsibility, and accountability together.
- Balancing rights and responsibilities.

## Section 6

### The Leadership Council

The Leadership Council, chaired by the Treasurer, shall be composed of the Presidents (or delegates) of all campus organizations receiving SGA funding. The Student Affairs Office shall recommend an advisor.

## Article VI. Residence Hall Organization

### Section 1

#### Residence Hall Officers

- A. Each residence hall shall elect from within the residence hall membership a President, Vice-President and Social Chairperson in accordance with procedures outlined in the Elections By-Laws of this Constitution. These officers must be full-time residents of the residence hall.
- B. If a vacancy occurs within the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of the President. If the office of the Vice-President becomes vacant by succession, graduation, resignation or removal, the office shall be filled by a duly constituted residence hall election. If both offices are vacated simultaneously, the offices shall be filled by a residence hall election.
- C. A residence hall President and Vice-President, as well as an off campus representative to the Student Senate, may be impeached by a two-thirds vote of his/her constituents.

### Section 2

#### Residence Hall Councils: Memberships and Powers

- A. A Residence Hall Council shall meet regularly and shall be responsible for the general welfare of the students in a particular residence hall and shall perform those judicial functions assigned to it.
- B. The membership of each Residence Hall Council shall consist of the President, Vice-President, Social Chairperson, and Suite Leaders of the respective residence halls. The Resident Director for the hall will serve in an advisory capacity to the Council, but shall not have voting privileges. Any member of the Council may call Residence Hall Council meetings.
- C. The Residence Hall Council shall have the power to make policies pertaining to the residence hall, not in conflict with college policies, and to oversee social plans of the residence hall.

## Article VII. Student Activities Union

### Section 1

#### Membership

The Student Activities Union (SAU) consists of the elected President of SAU; the social chair of each residence hall; Director of Student Activities, who acts as the advisor to SAU; and any other students interested in planning and being involved with Campus Activities.

The President of SAU cannot be an officer of any other chartered club or organization in order to eliminate conflicts of interest or biases in decision making.

### Section 2

#### Duties

The SAU shall coordinate all campus-wide social activities in cooperation with the Student Affairs Office and assist residence halls and other student organizations with programming. Members of SAU are also strongly encouraged to take part in the GANZA planning committee.

## Section 3

### President

The President of SAU shall be responsible for the overall organization of campus-wide social activities and shall preside over all meetings of the Union. The President shall also advise the GANZA committee and attend those meetings.

## Article VIII. Christian Student Fellowship

### Section 1

#### Membership

The Leadership Council of the Christian Student Fellowship consists of a President, Vice-President, Secretary, Treasurer and Social Chair. The Leadership Council shall choose an advisor.

### Section 2

#### Duties

The Christian Student Fellowship shall coordinate programs to further spiritual growth in the college community, sponsor the activities of the various standing committees, provide the means by which college and community communications and understanding may be promoted, and make appropriations for such programs.

### Section 3

#### The President

The President of the Christian Student Fellowship shall be responsible for the overall organization of the activities sponsored by the Fellowship. Additional duties of the President are listed in the By-Laws of the Fellowship.

## Article IX. Amendments

### Section 1

The Senate may propose an amendment to this Constitution by a two-thirds vote of its membership. The proposed amendment shall be posted in the Belk Center for two weeks, at the end of which time it is presented to all SGA members for a vote. A two-thirds vote of the SGA members voting is necessary for adoption. If adopted, it is subject to the approval of the Faculty and becomes effective with the signature of the President of the College and the approval of the Board of Trustees.

### Section 2

The members of the SGA may initiate an amendment by presenting a petition to the President of the SGA signed by at least one-third of the members of the SGA as verified by the Registrar of the College. The President of the SGA shall post the proposed amendment in the Belk Center for two weeks, at the end of which time it shall be presented to the SGA for a vote. A two-thirds vote of the SGA members voting is necessary for adoption. If adopted, it is subject to approval of the Faculty and becomes effective with the signature of the President of the College and the approval of the Board of Trustees.

## Article X. Ratification

### Section 1

This Constitution shall become effective upon ratification by a majority of the students voting, the Student Affairs Committee of the Faculty, and with the signature of the President of the College and the approval of the Board of Trustees.

### Section 2

Upon ratification of this Constitution as proposed on April 12, 2000, the present Constitution of the SGA of St. Andrews Presbyterian College shall be null and void.



## Election Board By-Laws and Procedures

- A. The Board of Elections shall announce elections for the offices through public notices.
- B. Five business days after the announcement of elections, nomination forms will be made available in the place or places designated by the Board of Elections. Nominations can be made by one's self or by a group of 3 people. The nomination forms, which shall be available for 5 business days, shall require the name, address, box number, and office sought by each candidate. The following eligibility requirement shall be listed on each nomination form:

"To be eligible to run for an office, with the exception of Suite Leader, a candidate must be a full-time student and must have and maintain a 2.5 GPA and not be on social or academic probation."

In the case where permission for an exception must be granted by the Faculty Executive Committee, the candidate is responsible for obtaining the exception through the Office of the Dean of the College and shall attach to the filing form a statement signed by the Dean of the College or an appointed representative stating that such an exception has been granted to the candidate.

- C. The Chairperson of the Board of Elections or his/her representative shall collect daily any nomination forms that have been filed and take them to the Office of the Registrar who will determine which candidates meet the eligibility requirements. As soon as the Registrar's Office has made this verification, the Chairperson or her/his representative can pick up the forms and post in the place or places designated by the Board of Elections.
- D. Elections shall be held on the fifth business day following the close of nominations. In the event that this day conflicts with a College recess, the election shall be held within the next 3 class days. Voting shall be conducted by secret ballot, with candidates listed in alphabetical order under the office they seek. The Board of Elections shall conduct the election from 9 a.m. to 6 p.m. in the place or places designated by the Board of Elections. In the event it is necessary, the Chairperson of the Elections Board shall appoint, with the President of the SGA's approval, non-candidates to help cover the polls. These people will not count votes and will not act in any other manner as a member of the Board of Elections.
- E. People presenting evidence that they will be absent from campus or unable to vote shall be granted an absentee ballot by the Board of Elections. Absentee requests will be accepted from the close of nominations to 5 PM on the day before the election. All absentee ballots shall be taken to the Faculty advisor of the Board of Elections or another designated Faculty member, who shall keep the absentee ballots until the close of polls on election day, at which time they will be delivered to the place where all ballots are counted.
- F. Upon closing of the polls, all remaining ballots shall be destroyed and the ballot boxes transported to a previously designated site, where the Board of Elections shall proceed to count the ballots. Should less than a majority of the members of the Board be present, the advisor to the Board or another designated Faculty member shall impound all ballots until such time as a majority can be assembled. In the event that the advisor to the Board of Elections cannot be present during the vote counting, another designated Faculty member must be present. No other persons shall be admitted. Only members of the Board shall actually count the ballots.
- G. Results of the voting shall be posted as soon as they are completed for all offices in the place or places designated by the Board of Elections. All ballots shall be collected by the advisor to the Board of Elections and held for one month or until all challenges to election results have been completed, after which they shall be destroyed.
- H. Appeals of Elections Board results must be made by 6 PM, two business days after the closing of the polls. The appeal shall be made to the Chairperson of the Student-Faculty Appellate Court, which shall hear and decide the case within one week of the filing of an appeal. The Attorney General of the SGA shall represent the Board of Elections in all such cases. The right to request a recount is automatic for all candidates and must be honored.

- I. Winners of Cabinet Officer elections will be declared by a simple majority. If a simple majority does not exist, one run-off will be held within 5 business days after the general election. The persons who receive the two highest number of votes will be considered the candidates in the run-off election. If the run-off election results in a tie, the Senate shall vote to determine the winner.
- J. Winners of all other elections shall be those candidates who receive the most votes in each race. In elections for seats on boards or committees, winner shall be determined by taking the candidates in descending order of votes until all seats have been filled. In the event that there is a tie between candidates in a race, there shall be one run-off election to be held 5 business days after the general election. The ballot shall list only the names of those candidates who tied for the high vote. The winner shall be the person who receives the highest number of votes. If the run-off election results in another tie, the Senate shall vote to determine the winner.

## APPENDICES

### APPENDIX A

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. *The right to inspect and review the student's education record within 45 days of the day the College receives a request for access.*

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's education record that the student believes is inaccurate.*

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including health staff); a person, company, or agency with whom the College has contracted to provide services that the College, itself, would otherwise have to provide (such as an attorney, auditor, collection agent, security service or other service provider); a person serving on the St. Andrews Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is enrolled in or receives services from the other institution.

The College will provide grades and access to student education records to parents who certify that the students are financially dependant, as defined in Section 152 of the 1986 Internal Revenue Code or to students who provide written consent. Forms to provide consent or to certify the dependent status of students are available from the Office of the Registrar.

The College, without consent of the student, may disclose the above directory information unless the student has restricted the release of this information. The College designates the following categories of student records information as Directory Information:

Student's Name	Status(full or part-time registration)
Local/Residence Hall address	Degree Received
Local/Residence Hall telephone	Honors and awards received
Official College E-mail address	Participation in officially recognized activities
Class standing/classification	Dates of attendance
Weight and height of athletic team members	Academic program (degree, major, minor)

Students may remove or set the restriction to release Directory Information at any time during the academic year, and this will dictate whether or not the student's information is found in the College's electronic directories. The printed directory, however, is published only once each semester. For the printed directory, students must remove or set the restriction to release Directory Information prior to the end of the second week of classes in the each semester. Forms to restrict release of this information are available in the Office of Student Affairs.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Andrews Presbyterian College to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## APPENDIX B

### JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS

In June 1967, a joint committee comprised of representatives from the American Association of University Professors, U. S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D. C. , and drafted the Joint Statement on Rights and Freedoms of students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, implementation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards of accreditation.

## Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

### I. Freedom of Access to Higher Education

The admission policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program.

While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college or university should be open to all students who are qualified according to its admission standards.

The facilities and services of a college should be open to all its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

### II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

#### A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

#### B. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

#### C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.



### III. Student Records

Institutions should have a carefully considered policy as to the information, which should be a part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved.

No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members should respect confidential information about students that they acquire in the course of their work.

### IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

#### A. Freedom of Association

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
3. If campus advisors are required, each organization should be free to choose its own advisor.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers.
5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications that may be required by organizations whose aims are primarily sectarian.

#### B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means, which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

### C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body.

The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit and the actions of the student government within the areas of jurisdiction should be reviewed only through orderly and prescribed procedures.

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large. Whenever possible, the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

### D. Student Publications

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, documented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

### V. Off-Campus Freedom of Students

#### A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

## B. Institutional Authority and Civil Penalties

Activities of students may, upon occasion, result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who accidentally violates institutional regulations in the course of his/her off-campus activity such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

## VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied. They should also take into account the presence or absence of a Community Code, and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, and disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision.

The following are recommended as proper safeguards in such proceedings when there are no honor codes offering comparable guarantees.

### A. Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should be as free as possible from imposed limitations that have no direct relevance to his/her education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevance and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

### B. Investigation of Student Conduct

Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought.

The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

#### C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, nor his/her right to be present on the campus and to attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or university property.

#### D. Hearing Committee Procedures

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee.

The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.
2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.
3. The student appearing before the hearing committee should have the right to be assisted in his/her defense by an advisor of his/her choice.
4. The burden of proof should rest upon the officials bringing the charge.
5. The student should be given an opportunity to testify and to present evidence and witnesses. He/she should have an opportunity to hear and question adverse witnesses.
6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing based solely upon such matters. Improperly acquired evidence should not be admitted.
7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.
8. The decision of the hearing committee should be final, subject only to the student's right of appeal.

## APPENDIX C

### SEXUAL ASSAULT/RAPE POLICY

#### Preface

St. Andrews values the health and safety of every individual on campus and expects students to treat others with respect and dignity. Any behavior which causes the sexual abuse/assault of another person will not be tolerated, is a violation of the Student Code of Conduct, and may result in sanctions up to a student's dismissal from the College. Disciplinary action on the part of the College does not preclude the possibility of criminal charges against the accused individual.

St. Andrews recognizes the critical need for policies and programs that support the victim/survivor and encourages victims/survivors to report sexual assaults to an appropriate College staff member.



Because the College is committed to providing a working and learning environment that is free from all forms of abuse, harassment or coercive conduct, we seek to educate the community in an effort to prevent rape and sexual assault. This policy seeks to protect the rights of all members of the college community to be treated with respect and dignity.

### Definition of Sexual Assault/Rape

Rape/Sexual assault is the penetration of any bodily orifice by a penis, other body part, any other object perpetrated against the will (without consent) of the victim/survivor regardless of whether the assailant is a stranger or acquaintance. The type of force employed may involve physical violence, coercion, or the threat of harm to the victim/survivor. Rape/Sexual assault can occur any time of the day or night, at home, in the work place, in social settings, and in public places.

Both men and women have been raped/sexually assaulted by strangers, people whom they have known and trusted, and people whom they have dated.

### Acquaintance/Date Rape

The most prevalent form of rape on a college campus is acquaintance rape. The acquaintance may be a date or boyfriend of the victim/survivor, or someone the victim/survivor knows only casually, from a residence hall, a class, a club, or through mutual friends.

Regardless of the relationship between them, if one person coerces another into submitting to sexual intercourse/penetration for which consent has not been given, the act is defined as rape. The same criminal law and penalties apply in cases of acquaintance rape as in cases of stranger rape.

### Other Sexual Assaults

Many college students are victims of sexual assaults in which there is not penetration. Examples include the unwanted touching of an intimate part of another's body or removing another's clothing against his/her will. In addition, the College Sexual Harassment Policy deals with other forms of sexual assault.

### Administrative Response and Penalties

The College will not tolerate sexual assault in any form, including acquaintance rape. Rape is both a criminal violation of state laws and a violation of the Conditions for Continued Membership.

Where there is probable cause to believe that sexual assault has occurred, the College will pursue administrative judicial action. This judicial action includes the possibility of dismissal from the College.

A student charged with sexual assault can be prosecuted under North Carolina Criminal Statutes and disciplined under the College judicial process. Even if the criminal justice authorities choose not to prosecute, the alleged assailant may be subject to College judicial action.

### Protocol Following Rape/Sexual Assault

When a rape is reported to campus authorities, the welfare of the victim/survivor is paramount and it is critically important that she or he is not victimized again.

- Reassure the victim/survivor; assess situation; do not leave her/him alone.
- With the consent of the victim/survivor, bring her/him to an office or area away from other students.
- Stress importance of immediate medical care for the victim's/survivor's well being and for the documentation and collection of physical evidence of the assault. Transport can be arranged to a local hospital for medical care and/or the collection of evidence kits.
- Encourage victim/survivor to report incident and/or transport her/him to a medical facility.
- With the consent of the victim/survivor, report the incident to one or more of the following college personnel or designee as appropriate.

- a. Dean of Students

- b. Resident Director
- c. Director of Campus Safety and Security/Campus Safety and Security
- d. Director of Athletics
- e. Director of Counseling Services
- f. Nurse of Health Services
- g. Vice President for Academic Affairs

If necessary, arrange through Office of Student Affairs to modify living arrangements if the victim/survivor and the accused live in close proximity. With the consent of the victim/survivor, the Dean of Students can set up an immediate administrative hearing process. In order to protect the confidentiality of the victim/ survivor, all requests for information from concerned students, parents, and press will be referred through the Dean of Students. The College will establish a notification process to protect the safety of other students when it is deemed necessary. The Dean of Students (or designee) will assure that the victim/survivor will be informed about the existence of the following options:

- a. Criminal or civil prosecution
- b. The judicial process of the College
- c. The availability of mediation
- d. Alternative housing arrangements
- e. Academic assistance alternatives
- f. Availability of counseling and support services on and off campus. The Rape Crisis Center is available 24 hours a day and can be reached at 276-6268.

Under the Student Right-to-Know and Campus Security Act the College is required to publish statistics on violent crimes which occur on the campus as defined in the Act. Crime statistics pertaining to rape will be compiled by the Dean of Students (or designee) and the Director of Campus Safety and Security and published each year and shall not include the victim's/survivor's name, address, or any other identifying information.

#### Procedures When the Alleged Assailant is a St. Andrews Student

If there is sufficient evidence (i.e. probable cause/strong suspicion) to believe that a sexual assault or rape was committed and that the accused individual who attends the College probably committed it, the Dean of Students may immediately interim suspend the alleged assailant from college for a period of up to ten days, pending the outcome of an administrative hearing. An administrative hearing will be established during the 10-day period following the report of the incident to review preliminary evidence and to make recommendations relative to alternative living arrangements for the survivor and arrangements for the alleged assailant, if appropriate.

#### Rights of Survivors

1. The right to have any and all rapes/sexual assaults against them treated with seriousness, and the right, as a victim/survivor, to be treated with dignity.
2. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence, including a medical examination, as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
3. The right to have a person or persons of her/his choice accompany her/him throughout the judicial hearing which may take an extended period of time.
4. The right to remain present during the entire proceeding.
5. The right as established in State Criminal Codes, not to have his or her irrelevant past sexual history discussed during the hearing.
6. The right to make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code.
7. The right to be informed of the outcome of the hearing.

If you are raped or sexually assaulted:

1. Get to a safe place.
2. Call a friend.
3. Get medical attention immediately. The primary purpose of a medical examination following a rape/sexual assault is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the rape/sexual assault. The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings. So get medical attention within 72 hours of a rape/sexual assault. If more than 72 hours have elapsed since the assault, it is still strongly recommended that you have a medical examination to test for pregnancy, sexually transmitted diseases and/or to treat external or internal injuries.
4. Network into existing Support System - Talk to your RA, RD, Director of Counseling Services or other College staff person. OR, contact the 24 hour Rape Crisis Line - 276-6268.
5. Reporting - Decide whether you want to report the assault to the police or other authorities. This may be empowering for you, or frightening; a staff member will help.
6. Don't wash, eat, drink, douche, clean, use the bathroom, or change clothes. You want to preserve any evidence. By doing any of these things you may be washing away evidence. If you do change clothes, be sure to save what you were wearing in a paper bag.
7. Believe in yourself. Your behavior did not cause the rape.
8. Take time to recover.
9. Learn more about acquaintance sexual assault.
10. Strengthen yourself. Take self-defense. Work out. Write in a journal.
11. Believe in yourself!

## **APPENDIX D**

### **SEXUAL HARASSMENT POLICY AND PROCEDURES**

#### **Preamble**

The St. Andrews Presbyterian College Statement of Purpose affirms the identity of the College as an institution of the Presbyterian Church. As a consequence, the College has special obligations to foster an environment that is based upon the moral and ethical foundations of the Church. Sexual harassment in any situation is reprehensible. It subverts the mission of the College, and threatens the careers of students, faculty members, and staff.

#### **Statement of Policy**

It is the policy of this institution that no member of the academic community may sexually harass another. Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual Harassment defined by these three conditions may involve behavior such as:

Verbal - sexual innuendo, humor, jokes, offensive written notes, sexual propositions, insults, threats

Nonverbal - leering, whistling, suggestive or insulting sounds and gestures, showing pornographic materials

Physical - touching the body (e.g. brushing, patting, pinching), sexual assault, including date rape, or threat of sexual assault.

Incidents of sexual harassment may involve any of the following:

Men harassing women, women harassing men, women harassing women, or men harassing men. Sexual harassment is especially serious when it threatens the relationship between student and teacher or the relationship between supervisor and subordinates. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or a supervisor can have a decisive influence on a student's or a staff member's success and future career at the College and beyond.

When a person is subjected to unwanted sexual attention, a situation is created that may have devastating implications for individual students and staff, and the academic community as a whole. Through fear of reprisal, a student, staff, or faculty member may submit to unwanted sexual attention at the price of debilitating personal anguish or may withdraw from a course or position and thus be forced to change plans for a life's work.

Conversely, a teacher or supervisor may be inhibited from developing a close and professionally appropriate relationship through fear of initiating a misunderstanding as to sexual harassment.

In some cases a person against whom a complaint is directed may be unaware that their behavior is inappropriate or coercive, or one person's actions or words may be misinterpreted by another. Unresolved misunderstandings can interfere with the educational and administrative process even when the action is subject to different interpretations.

Unfounded allegations of sexual harassment also are possible. The institution does not countenance sexual harassment or unfounded charges of sexual harassment (slander). The procedures described below are designed to help the institution distinguish one from the other and to protect the rights of both the person making the complaint and the person accused.

While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes also that sexual harassment may occur between persons of the same College status, i.e. student-student; faculty-faculty; staff-staff. Thus, in both obvious and subtle ways, the very possibility of sexual harassment may be deeply destructive to individual students and staff. Academic and career relationships may be poisoned by the subtle and destructive overtones of this problem. For these reasons, the students, staff and faculty of St. Andrews believe that a firm stand against sexual harassment and the establishing of procedures specifically designed to resolve complaints of sexual harassment are critically important for this institution.

## Procedures

A person wishing to make a complaint may choose to contact one of two Sexual Grievance Advisors whose identity and location shall be widely publicized. One Advisor shall be male and one female. The Grievance Advisor will attempt to resolve the complaint informally. The emphasis at this point is upon maintaining confidences and upon settling the complaint privately to the satisfaction of all parties.

As a second step, or as an alternative, a person may take a complaint or charge against a faculty member to the Dean of the College. A person wishing to bring a complaint or charge against a student may contact the Dean of Students. A person wishing to bring a complaint or a charge against a non-faculty employee may contact the Vice President for Finance. This officer of the college shall consider complaints or charges in order to determine whether "just cause" is present to pursue job or disciplinary action and may assemble a hearing body for this purpose. If such action is warranted, existing due process mechanisms for faculty/staff/students discipline or dismissal shall be utilized.

Due process procedures for formal complaints or charges against students are described within this handbook. If a student is charged with violation of sexual harassment policy, the Dean of Students may appoint a special hearing body to hear and adjudicate the case. Due process procedures for formal complaints or charges against members of the faculty are described in the Faculty Handbook, and due process procedures for complaints or charges against non-faculty employees are in the Staff Manual.



## 1. Coordination

Sexual harassment cases requiring counseling can occur across more than one administrative line of responsibility. The appointment of a long term Grievance Coordinator with sufficient reduction of other responsibilities insures that continuity and “institutional” memory are maintained in resolving sexual harassment complaints. The obligations of this position would include: obtaining annually, sealed written reports of all cases from the current Grievance Advisors, securing the reports; noting any patterns of misconduct and advising the appropriate administrator thereof; keeping ongoing statistics and reporting them annually to the President, the Dean of the College, the Dean of Students, the Chief Financial Officer and to the Faculty; training new Grievance Advisor-appointees; and generally insuring that policies, procedures and the educational program do not fall between the cracks and that the system works (Alexander, Holmes, Melton memo of April 12, 1990.)

In addition, two Grievance Advisors who represent differences in style, gender and background should be appointed periodically by the President with the advice of the College Council.

Faculty and staff appointees should have demonstrated that they are able to maintain confidentiality, are willing to become knowledgeable in laws, policies and procedures concerning sexual harassment, are experienced in counseling or advising, and are widely respected in the college community.

Because situations in these areas can occur in all administrative areas, an advisory committee will be created to emphasize the commitment of the College to the avoidance of sexual harassment and to represent and co-ordinate efforts in administrative areas.

The Committee will be composed of the Dean of Students or designee (chair), a representative of the Dean of the College, a representative of the Vice-President for Finance, a representative of student government, and a representative of the Staff Advisory Committee; the Director of Counseling and Health and Wellness Services, and will meet at least once a year.

## 2. Funding

Specific funds are needed for training the Grievance Coordinator and the Grievance Advisors, and for educational materials for annual informative sessions for students, the faculty and staff.

## 3. Guidelines for the Education of the Members of the St. Andrews Community

The following procedures have been based on recommendations from the Alexander, Holmes, Melton memo of April 12, 1990 that:

- a) The Dean of Students work with CORE teams for the educational component on sexual harassment for students, including materials and a brief session for freshmen during Orientation, training RD's and RAs in the procedural process, and insuring that the brochure and policy statement are available on residence hall bulletin boards and the Belk Center each year. A poster should be developed naming the current two Advisors for display in public areas.
- b) Advisory Committee determine how to communicate the policies and procedure annually to all categories of the College staff, (and to insure that the brochure is made available to all staff), how new employees may be oriented about sexual harassment, and see that the current policy appears in the Staff Manual.
- c) A brief segment during Faculty Prep week continues to be set aside for a refresher on sexual harassment, a statistical report on cases resolved by the Grievance Advisors, and dissemination of the sexual harassment brochure with the names of the current Grievance Advisors included (and the policy for those who have not kept a copy).

- d) Administrators and faculty to be educated to use the system should a sexual harassment victim approach them initially, rather than attempting to resolve the problem unilaterally. Since professional experience is vital in counseling extreme cases of sexual assault, the procedures for such situations developed by the Dean of Students, shall be included in educational session.

## **APPENDIX E**

### **GRIEVANCE PROCEDURE FOR STUDENTS WITH DISABILITIES**

Students with disabilities are responsible for contacting the Office of Disability Services in LA-A5 if reasonable accommodations are not implemented in an effective or timely way. The Office of Disability Services works with faculty, staff and students with disabilities to resolve disagreements regarding recommended accommodations. Students with disabilities who believe they have been discriminated against on the basis of their disability may file a grievance with the Office of the Vice President for Administration and Finance.

#### **Grievance Procedure Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act of 1990 (ADA) was enacted to protect individuals with disabilities against the problem of discrimination in such critical areas as employment, housing, public accommodations, education, transportation, communication, health services, and access to public services.

The purpose of the act is to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities, to bring persons with disabilities into the economic and social mainstream, and to provide enforceable standards addressing discrimination against individuals with disabilities.

The Vice President for Administration and Finance is responsible for coordinating St. Andrews' efforts to comply with the ADA and Section 504 of the Rehabilitation Act of 1973.

#### **Procedure for Filing a Discrimination Complaint Based on Disability**

The ADA also requires St. Andrews to adopt and publish grievance procedures. An individual who believes she or he has been discriminated against on the basis of disability can file a complaint with The Office of the Vice President for Administration and Finance. An individual, whether disabled or not, may file a charge if the person believes that she or he has been discriminated against based on an association with a person with a known disability.

To file a complaint alleging discrimination, notify either the Director of the Office of Disability Services or the Vice President for Administration and Finance in-person or in writing, and provide the following information:

- the issue involved in the alleged discriminatory act;
- of the complaining party's alleged disability;
- the date of the alleged discriminatory act(s);
- details of what allegedly occurred; and
- identification of witnesses who have knowledge of the alleged discrimination

After receiving a complaint, the Vice President for Administration and Finance will convene a committee that includes three members of the Disability Committee and up to three other people who may have connections to and/or information in regards to the complaint.

If the committee determines that law and/or St. Andrews' policy was violated, a remedy to the problem will be offered. If it is determined that there was no violation, the complainant will be informed, and other options for possible resolution of the complaint will be explained.

Differences and disputes may arise between St. Andrews and individuals with disabilities as a result of misunderstandings. The Office of the Vice President for Administration and Finance will attempt to resolve such disputes effectively through informal negotiation or mediation procedures.

Further information about the rights of students with disabilities may be obtained through:

Office of Civil Rights  
U.S. Department of Education  
1100 Pennsylvania Avenue, N.W.  
Room 316  
P.O. Box 14620  
Washington, DC 20044-4020  
(202) 208-2545  
Email: OCR\_DC@ed.gov

## **APPENDIX F**

### **ST. ANDREWS COMPUTER AND NETWORK POLICIES SUMMARY**

#### **Purpose**

The college's computer network exists to support and advance the mission of the college, as expressed in its Statement of Purpose. The SAPC computer network consists of a campus-wide, fiber-optic-based backbone, local area networks, and many shared computers as well as personal desktop computers. Computer Services offers and maintains access to electronic information resources and technology, and also provides network, equipment and user support services.

#### **Priorities**

The computer network is a shared resource for the use of faculty, staff and students. To ensure access and service for all users, network priorities have been established:

- Highest: To support the educational, research and administrative purposes of the college;
- Medium: To support other uses indirectly related to the college's purposes with educational or research benefits, including personal communications;
- Lowest: Recreation and entertainment.

#### **Privacy**

The college respects the privacy of all members of this academic community. The expectation of privacy extends to all forms of communication and is consistent with state and federal laws. Normally a user may assume that material in files on his/her PC, e-mail account, and network (U:/) drive will be considered intellectual property and thus protected from tampering, inspection and break-in. Users are the owners of the material in the files they create. The accounts, equipment and network are the property of the college.

A user's right to privacy is superceded by the college's need to maintain network integrity and protect the rights of all users. If compelling reason exists, user files may be examined with prior permission of the President or Vice President for Academic Affairs in the presence of the Director of Computer Services. In such cases, the user will be notified of this action, but not sooner than at the time that the user's file(s) are accessed for examination.

In order to protect privacy, all account holders are prohibited from:

- Gaining or attempting to gain unauthorized access to information that is private or protected;
- Attempting to identify passwords or codes, interrupting or attempting to interrupt security programs;
- Monitoring or tampering with another person's e-mail;
- Reading, copying, changing or deleting another person's work;
- Using another person's user ID/password, or allowing others to use yours;
- Attempting to gain system or network privileges to which one is not entitled.

#### **Respectful Exchange**

Computer systems and networks allow for a free exchange of ideas and information. This exchange serves to enhance learning, teaching, critical thinking and research. While the constitutional right of free speech applies to communication in all forms, we encourage

civil and respectful discourse. St. Andrews' policy and local, state and federal law do prohibit some forms of communication, to include:

- Obscenity;
- Defamation;
- Advocacy directed to incite or produce lawless action;
- Threats of violence;
- Disruption of the academic environment;
- Harassment based on sex, race, disability, or other protected status;
- Anonymous or repeated messages designed to annoy, abuse or torment.

### Responsible Use

Account holders must refrain from actions that interfere with the ability of the network to achieve its purpose, such as:

- Using computer or network services for commercial purposes or for profit;
- Sending excessive e-mail locally or over the network such as chain letters, advertisements or solicitations;
- Installing or running a program that will damage or place undue burden on the system;
- Disrupting normal operations of computers or the network;
- Violating copyrights, patent protections or license agreements;
- Operating outside applicable state and federal laws;
- Installing software on the network without prior permission of Computer Services;
- Using personal firewalls that block or otherwise limit access by the college to any portion of its own network or its own equipment.

### Data Backup

The college cannot guarantee against loss of data, although reasonable effort is made to provide data protection and assist in data recovery. For this reason, users are encouraged to back up their data using alternate media.

### E-mail

The college e-mail system is the approved means of electronic communication on campus. Members of the college community are expected to access the information in this system regularly.

### Compliance

Failure to comply with Computer and Network Policies, or behaviors deemed contrary to reasonable use, may result in loss of computer privileges and/or other appropriate sanction (in conformity with disciplinary/appeal processes outlined in faculty, staff and student handbooks).



# SPORTS SCHEDULE

## EQUESTRIAN

8/27/2004	Equestrian Fair @St. Andrews, TBA
9/4/2004	PSJ Show in Pinehurst, NC, TBA
9/5/2004	PSJ Show in Pinehurst, NC, TBA
9/11/2004	IHSA and IDA Team Tryouts , TBA
9/18/2004	Carolina Starz Show in Camden, SC, TBA
9/19/2004	Carolina Starz Show in Camden, SC, TBA
9/26/2004	Tournament @ Deercroft
9/27/2004	IHSA Show @St. Andrews, TBA
9/27/2004	Tournament @ Deercroft
9/28/2004	Tournament @ Deercroft
10/1/2004	Mike Henaghan Clinic (Equestrian), TBA
10/2/2004	IDA Show at Virginia Internmont, TBA
10/2/2004	Mike Henaghan Clinic (Equestrian), TBA
10/3/2004	Mike Henaghan Clinic (Equestrian), TBA
10/6/2004	State Fair "A" Show in Raleigh, NC, TBA
10/7/2004	State Fair "A" Show in Raleigh, NC, TBA
10/8/2004	State Fair "A" Show in Raleigh, NC, TBA
10/9/2004	State Fair "A" Show in Raleigh, NC, TBA
10/10/2004	State Fair "A" Show in Raleigh, NC, TBA
10/16/2004	In House Horse Show, TBA
10/17/2004	IHSA at Virginia Tech, TBA
10/22/2004	Charleston "A" Show in Charleston, SC, TBA
10/23/2004	Charleston "A" Show in Charleston, SC, TBA
10/23/2004	Greensboro "C" Show in Greensbore, NC, TBA
10/24/2004	Charleston. "A" Show in Charleston, SC, TBA
10/24/2004	Greensboro "C" Show in Greensbore, NC, TBA
10/30/2004	ANRC Equitrial @St. Andrews, TBA
10/31/2004	IHSA Show at UNC-Chapel Hill, TBA
11/6/2004	IDA Show @ St. Andrews, TBA
11/9/2004	IHSA Show at Virginia Internmont, TBA
11/14/2004	In House Horse Show, TBA
11/17/2004	Raleigh "A" Show in Raleigh, NC, TBA
11/18/2004	Raleigh "A" Show in Raleigh, NC, TBA
11/19/2004	Raleigh "A" Show in Raleigh, NC, TBA
11/20/2004	Raleigh "A" Show in Raleigh, NC, TBA
11/21/2004	Raleigh "A" Show in Raleigh, NC, TBA
12/3/2004	Southern Horse Festival in Raleigh, NC, TBA
12/4/2004	Limestone (Away)
12/4/2004	Southern Horse Festival in Raleigh, NC, TBA
12/5/2004	Southern Horse Festival in Raleigh, NC, TBA

## W SOCCER

8/18/2004	Francis Marion (Away-Scrimmage), 4:00 PM
8/21/2004	Methodist (Home-Scrimmage), 4:00 PM
8/26/2004	Mars Hill College Tournament @ N. Greenville, 3:00 PM
8/28/2004	Mars Hill College Tournament @ Mars Hill, 1:00 PM
9/4/2004	Newberry (Home), 3:00 PM
9/8/2004	UNC Pembroke (Away), 6:00 PM
9/11/2004	Pfeiffer (Home), TBA
9/13/2004	Queens(Away), TBA
9/18/2004	Mt. Olive (Home), TBA
9/21/2004	Barton (Away), TBA
9/25/2004	Anderson (Home), TBA
9/30/2004	Catawba (Away), 5:00 PM
10/2/2004	Erskine (Away), 5:00 PM
10/13/2004	Wingate (Home), 2:00 PM
10/16/2004	Converse (Away), 2:00 PM
10/20/2004	Coker (Home), TBA
10/23/2004	Lees-McRae (Home), TBA
10/26/2004	Belmont Abby (Home), TBA
10/30/2004	Limestone (Away), TBA
11/2/2004	Conference Tournament, TBA
11/5/2004	Conference Tournament, TBA
11/6/2004	Conference Tournament, TBA

## VOLLEYBALL

8/27/2004	Francis Marion, TBA
8/28/2004	Francis Marion, TBA
9/4/2004	Limestone (Away), 2:00 PM
9/8/2004	Barton (Home), 6:30 PM
9/10/2004	Carson Newman, TBA
9/11/2004	Carson Newman, TBA
9/14/2004	Francis Marion (Home), 6:30 PM
9/15/2004	Mt. Olive(Home), 6:30 PM
9/18/2004	Pfeiffer , 1:00 PM
9/21/2004	Queens (Away), 6:30 PM
9/26/2004	Anderson (Away), 3:00 PM
9/30/2004	Coker (Away), 6:30 PM
10/2/2004	Lees-McRae (Away), 3:30 PM
10/4/2004	Pfeiffer (Home), 6:30 PM
10/6/2004	Barton (Away), 6:30 PM
10/13/2004	Queens (Home), 6:30 PM
10/20/2004	Lees-McRae (Home), 6:30 PM
10/23/2004	Anderson (Home), 12:00 PM
10/26/2004	Mt. Olive (Away), 6:30 PM
10/28/2004	Limestone (Home), 6:30 PM
11/9/2004	Newberry (Home), 6:30 PM
11/12/2004	CVAC
11/13/2004	CVAC
11/14/2004	CVAC

## M SOCCER

8/28/2004 Mars Hill, 3:00 PM  
9/2/2004 Cape Fear CC , 4:00 PM  
9/8/2004 UNC Penbroke, 4:00 PM  
9/11/2004 Pfeiffer, 4:00 PM  
9/13/2004 Queens (Away), 4:00 PM  
9/18/2004 Mt. Olive, 4:00 PM  
9/21/2004 Barton (Away), 4:00 PM  
9/25/2004 Anderson, 4:00 PM  
9/29/2004 USC Aiken (Away), 4:00 PM  
10/2/2004 Erskine (Away), 3:00 PM  
10/5/2004 Francis Marion (Away), 4:00 PM  
10/13/2004 Wingate, 4:00 PM  
10/20/2004 Coker, 4:00 PM  
10/23/2004 Lees-McRae, 4:00 PM  
10/27/2004 Belmont Abby, 4:00 PM  
10/30/2004 Limestone (Away), 4:00 PM  
11/2/2004 Conference Tour  
11/5/2004 Conference Tour  
11/6/2004 Conference Tour

## GOLF

9/5/2004 Tournament @Lenoir Rhyne  
9/6/2004 Tournament @Lenoir Rhyne  
9/7/2004 Tournament @Lenoir Rhyne

## M CROSS COUNTRY

9/13/2004 UNCP Invitational, Lumberton

## M GOLF

9/13/2004 Invitational @ Pfeiffer  
9/14/2004 Invitational @ Pfeiffer  
9/15/2004 Invitational @ Pfeiffer  
10/17/2004 Tournament @ Pfeiffer  
10/18/2004 Tournament @ Pfeiffer  
10/19/2004 Tournament @ Pfeiffer

## W GOLF

9/26/2004 Tournament @ Deercroft

## W BASKETBALL

12/4/2004 Limestone (Away)

## M&W BASKETBALL

1/6/2005 Queens (Away)  
1/8/2005 Pfeiffer (Home)  
1/10/2005 Belmont Abby (Home)  
1/15/2005 Anderson (Home)  
1/17/2005 Coker (Away)  
1/22/2005 Lees- McRae (Away)  
1/24/2005 Barton (Home)  
1/27/2005 Mt. Olive (Away)  
1/29/2005 Erskine (Home)  
1/31/2005 Limestone (Home)  
2/3/2005 Pfeiffer (Away)  
2/7/2005 Belmont Abby (Away)  
2/10/2005 Queens (Home)  
2/12/2005 Anderson (Away)  
2/19/2005 Lees-McRae (Home)  
2/21/2005 Barton (Away)  
2/24/2005 Mt. Olive (Home)  
2/26/2005 Erskine (Away)



# CALENDAR YEARS

## 2004

January	S M T W T F S 4 5 6 7 1 2 3 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	March	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 4 5 6 7 1 2 3 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 2 3 4 5 6 7 1 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 6 7 8 1 2 3 4 5 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 4 5 6 7 1 2 3 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2005

January	S M T W T F S 2 3 4 5 6 7 1 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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## 2006

January	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

# AUGUST 2004

{MONDAY}

{TUESDAY}

{WEDNESDAY}

50

12

3

4

9

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11

16

17

18

23

24

25

30

31



{THURSDAY}

{FRIDAY}

{SATURDAY & SUNDAY}

		1
5	6	7
		8
12	13	14
		15
19	20	21
		22
26	27	28
		29

**lethargic** – sleepy. After a day of gardening, she felt tired and lethargic.

## August 2

MONDAY

50

## August 3

TUESDAY

## August 4

WEDNESDAY

**aqua-** (water) – aqueduct, aquatic, aquarium

*"In great attempts, it is glorious even to fail." – Vincent T. Lombardi*

August 5

THURSDAY

August 6

FRIDAY

August 7

SAT

August 8

SUN

**laudatory** – praiseworthy. The principal commended our laudatory work.

## August 9

MONDAY

50

## August 10

TUESDAY

## August 11

WEDNESDAY

**-aster-** (star) – asterisk, asteroid, disaster



“Everyone can be great, because everyone can serve.” – Martin Luther King

## August 12

5:00 PM - Laurinburg After 5 Avinger Hill

## August 13

Pipe Band Pre-Season Rehearsals

## August 14

Pipe Band Pre-Season Rehearsals

## August 15

Pipe Band Pre-Season Rehearsals

**gullible** – easily deceived; duped. The gullible townspeople lined up to buy the miracle potion.

# August 16

Pipe Band Pre-Season Rehearsals

MONDAY

# August 17

Pipe Band Pre-Season Rehearsals

TUESDAY

# August 18

Pipe Band Pre-Season Rehearsals  
4:00 PM - W Soccer Francis Marion (Away-Scrimmage)

WEDNESDAY

**-astr-** (star) – astronomy, astrology, astronaut, astrophysics, astrolabe

"Success isn't a result of spontaneous combustion. You must set yourself on fire."  
— Arnold H. Glasow

## August 19

Pipe Band Pre-Season Rehearsals

THURSDAY

## August 20

New Student Orientation  
Pipe Band Pre-Season Rehearsals

FRIDAY

## August 21

New Student Orientation  
4:00 PM - W Soccer Methodist (Home-  
Scrimmage)

SATURDAY

## August 22

New Student Orientation  
10:00 AM - Residence Halls Open for  
Returning Students

SUNDAY

enigmatic – puzzling. The Mona Lisa has a famously enigmatic smile.

## August 23

Registration

## August 24

Book Rush  
First Day of Class

## August 25

Book Rush

**-aud-, -audit-** (hear) – audible, auditorium, audience



“A strong, positive self-image is the best possible preparation for success.”  
— Dr. Joyce Brothers

## August 26

THURSDAY

Book Rush  
3:00 PM - W Soccer Mars Hill College  
Tournament @ N. Greenville



## August 27

FRIDAY

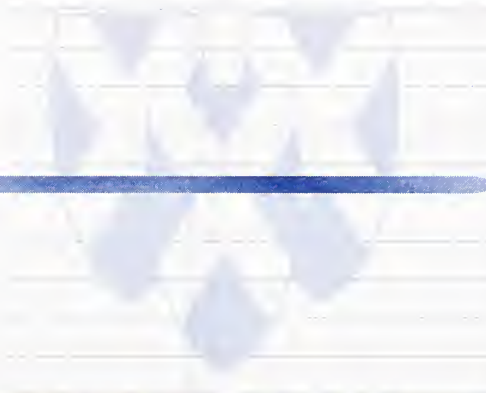
Book Rush  
Clubs and Organizations Meetings in  
Sinclair  
TBA - Equestrian Fair @St. Andrews  
TBA - Volleyball Francis Marion



## August 28

SAT

80's Band  
1:00 PM - W Soccer Mars Hill College  
Tournament @ Mars Hill  
3:00 PM - M Soccer Mars Hill  
TBA - Volleyball Francis Marion



## August 29

SUN

# SEPTEMBER 2004

{MONDAY}	{TUESDAY}	{WEDNESDAY}
		1
Labor Day 6	7	8
13	14	Rosh Hashanah begins at sundown 15
20	21	22
27	28	29

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
2	3	4
		5
9	10	11
		12
16	17	18
		19
23	Yom Kippur begins at sundown	24
		25
		26
30		

**mollify** – soothe, soften in feeling. He tried to mollify his wife by giving her flowers.

August 30

MONDAY

August 31

TUESDAY

September 1

WEDNESDAY

**auto-** (self) – autocracy, automobile, autobiography



“No one is useless in this world who lightens the burdens of another.” – Charles Dickens

## September 2

4:00 PM - M Soccer Cape Fear CC

## September 3

CALL of the WILD

Last day to add a course

Last day to drop demi one or semester long  
course without a grade of "W"

## September 4

CALL of the WILD

2:00 PM - Volleyball Limestone (Away)

3:00 PM - W Soccer Newberry (Home)

TBA - PSJ Show in Pinehurst, NC

## September 5

Golf Tournament @Lenoir Rhyne

TBA - PSJ Show in Pinehurst, NC

**succinct** – brief. Keep your presentation succinct and to the point.

## September 6

Labor Day

Golf Tournament @Lenoir Rhyne

Grades of "W" begin

Last day for refunds (Bookstore)

## September 7

Golf Tournament @Lenoir Rhyne

Poster Sale

## September 8

Club Fair

4:00 PM - M Soccer UNC Pembroke

6:00 PM - W Soccer UNC Pembroke  
(Away)

6:30 PM - Volleyball Barton (Home)

**-belli-** (war) – bellicose, belligerent, rebellious

*"Leadership is action, not position." – Donald H. McGannon*

## September 9

5:00 PM - Laurinburg After 5 Avinger Hill

## September 10

Last day to withdraw from a course with a  
"W" grade for Demi Semester One  
Courses

TBA - Volleyball Carson Newman

## September 11

Pool Party and Cookout

4:00 PM - M Soccer Pfeiffer

TBA - Volleyball Carson Newman

TBA - W Soccer Pfeiffer (Home)

TBA - TBA - IHSA and IDA Team Tryouts

## September 12

**colossal** – huge. In the center of the hall stood a colossal wooden statue, decorated in ivory and gold.

## September 13

Monday

M Cross Country UNCP Invitational,  
Lumberton  
M Golf Invitational @ Pfeiffer  
4:00 PM - M Soccer Queens (Away)  
TBA - W Soccer Queens(Away)



## September 14

Tuesday

M Golf Invitational @ Pfeiffer  
6:30 PM - Volleyball Francis Marion (Home)



## September 15

Wednesday

*Rosh Hashanah begins at sundown*  
M Golf Invitational @ Pfeiffer  
6:30 PM - Volleyball Mt. Olive(Home)



**bene-, bon-** (well, good) – benefactor, benevolence, bonus



"A wise man will make more opportunities than he finds." – Francis Bacon

# September 16

Check Points Due

THURSDAY

# September 17

Comedian

FRIDAY

# September 18

Pipe Band Competition, Charleston SC  
1:00 PM - Volleyball Pfeiffer  
4:00 PM - M Soccer Mt. Olive  
TBA - W Soccer Mt. Olive (Home)  
TBA - TBA - Carolina Starz Show in  
Camden, SC

SAT

# September 19

TBA - TBA - Carolina Starz Show in  
Camden, SC

SUN

**retrogress** – go backward. The project's failure forced the team to retrogress.

## September 20

MONDAY

to

## September 21

TUESDAY

4:00 PM - M Soccer Barton (Away)  
6:30 PM - Volleyball Queens (Away)  
TBA - W Soccer Barton (Away)

## September 22

WEDNESDAY

**biblio-** (book) – bibliography, bibliophile, Bible

ROUTE OF THE WEEK  
"Even if you are right on track, you'll get run over if you just sit there." – Will Rogers

## September 23

## September 24

Yom Kippur begins at sundown

Pass Fail for Demi Semester One Courses

## September 25

Luuu

Pass Fail for Demi Semester One Courses

4:00 PM - M Soccer Anderson

TBA - W Soccer Anderson (Home)

## September 26

Pass Fail for Demi Semester One Courses

Tournament @ Deercroft

W Golf Tournament @ Deercroft

3:00 PM - Volleyball Anderson (Away)

**mutable** – changeable. A folding screen creates a mutable partition in a large room.

## September 27

Pass Fail for Demi Semester One Courses  
Tournament @ Deercroft  
TBA - IHSA Show @ St. Andrews

5:

## September 28

Pass Fail for Demi Semester One Courses  
Spring and Summer Semester Incompletes  
become "F" if not removed  
Tournament @ Deercroft

## September 29

Pass Fail for Demi Semester One Courses  
4:00 PM - M Soccer USC Aiken (Away)

**bi-** (two) – bicameral, biennial, bicycle



*"If you can imagine it, you can create it. If you can dream it, you can become it."*  
— William Arthur Ward

## September 30

5:00 PM - W Soccer Catawba (Away)

6:30 PM - Volleyball Coker (Away)

## October 1

Final Exams for Demi One

TBA - Mike Henaghan Clinic (Equestrian)

## October 2

Final Exams for Demi One

Pipe Band Competition Red Springs NC

3:00 PM - M Soccer Erskine (Away)

3:30 PM - Volleyball Lees-McRae (Away)

5:00 PM - W Soccer Erskine (Away)

TBA - Mike Henaghan Clinic (Equestrian)

TBA - TBA - IDA Show at Virginia Intermont

## October 3

Final Exams for Demi One

TBA - Mike Henaghan Clinic (Equestrian)

# OCTOBER 2004

{MONDAY}		{TUESDAY}		{WEDNESDAY}	
4		5		6	
Columbus Day (Observed) 11		12		13	
18		19		20	
25		26		27	

{THURSDAY}

{FRIDAY}

{SATURDAY & SUNDAY}

1

2

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21

22

23

24

28

29

30

Halloween  
Standard Time Returns

31

penury – poverty. The decrepit buildings indicated the area was penury.

## October 4

MONDAY  
All New Incoming Students Immunizations must be complete and turned into health and wellness today or involuntary withdraw will occur (Health and Wellness Center)

Final Exams for Demi One

Magic Show

6:30 PM - Volleyball Pfeiffer (Home)

## October 5

TUESDAY  
Final Exams for Demi One

4:00 PM - M Soccer Francis Marion (Away)

## October 6

WEDNESDAY  
Final Exams for Demi One

6:30 PM - Volleyball Barton (Away)

TBA - State Fair "A" Show in Raleigh, NC

**bio-** (life) – biology, biography, biochemist



"We can do anything we want as long as we stick to it long enough." – Helen Keller

## October 7

Final Exams for Demi One  
TBA - State Fair "A" Show in Raleigh, NC

THURSDAY

## October 8

Fall Break -Halls Open  
TBA - State Fair "A" Show in Raleigh, NC

FRIDAY

## October 9

Fall Break -Halls Open  
Pipe Band Competition Anne Arundel MD  
TBA - State Fair "A" Show in Raleigh, NC

SA

## October 10

Fall Break -Halls Open  
TBA - State Fair "A" Show in Raleigh, NC

SUN

**irascible** – easily angered. She's becoming more and more irascible as she grows older.

## October 11

*Columbus Day (Observed)*

Fall Break -Halls Open

## October 12

Fall Break -Halls Open

## October 13

Classes Resume; First day of Demi  
Semester Two

2:00 PM - W Soccer Wingate (Home)

4:00 PM - M Soccer Wingate

6:30 PM - Volleyball Queens (Home)

**-brev-** (short) – brevity, abbreviate, breviary

*"Success is the ability to go from failure to failure without losing your enthusiasm."*  
– Winston Churchill

## October 14

5:00 PM - Laurinburg After 5 Avinger Hill

## October 15

## October 16

Pipe Band Competition Stone Mountain GA  
Relay for Life  
2:00 PM - W Soccer Converse (Away)  
TBA - In House Horse Show

## October 17

M Golf Tournament @ Pfeiffer  
Relay for Life  
3:00 PM - Fall Choir Concert (Vardell)  
TBA - IHSA at Virginia Tech

debilitated – weakened. Chemotherapy exhausted and debilitated him.

## October 18

M Golf Tournament @ Pfeiffer

## October 19

M Golf Tournament @ Pfeiffer

## October 20

Last da to add a Demi Semester Two course

Last day to drop a Demi Semester Two course without a grade of "W"

4:00 PM - M Soccer Coker

6:30 PM - Volleyball Lees-McRae (Home)

TBA - W Soccer Coker (Home)

-ac, -ic (like, pertaining to) – cardiac, aquatic, dramatic, metallic



*"Life is a promise; fulfill it." – Mother Theresa*

# October 21

THURSDAY

"W" grades begin for Demi Two

# October 22

FRIDAY

Mid Semester Grades Due & Final grades

for Demi One

TBA - Charleston "A" Show in  
Charleston, SC

# October 23

SAT

Bonfire with Music

12:00 PM - Volleyball Anderson (Home)

4:00 PM - M Soccer Lees-McRae

TBA - Charleston "A" Show in Charleston, SC

TBA - Greensboro "C" Show in  
Greensboro, NC

TBA - W Soccer Lees-McRae (Home)

# October 24

SUN

TBA - Charleston "A" Show in  
Charleston, SC

TBA - Greensboro "C" Show in  
Greensboro, NC

**apathy** – lack of interest. Student apathy forced the club to dissolve.

## October 25

MONDAY

5

## October 26

TUESDAY

6:30 PM - Volleyball Mt. Olive (Away)  
TBA - W Soccer Belmont Abby (Home)

## October 27

WEDNESDAY

4:00 PM - M Soccer Belmont Abby

**cata-** (down) – catastrophe, cataract, catapult

*"The reward of a thing well done is to have done it." – Ralph Waldo Emerson*

October 28

THURSDAY

6:30 PM - Volleyball Limestone (Home)

October 29

FRIDAY

October 30

SAT

Halloween Party  
Pipe Band Competition Waxhaw NC  
4:00 PM - M Soccer Limestone (Away)  
TBA - ANRC Equitrial @St. Andrews  
TBA - W Soccer Limestone (Away)

October 31

SUN

Halloween  
Standard Time Returns  
TBA - TBA - IHSA Show at UNC-Chapel Hill

# NOVEMBER 2004

{MONDAY}		{TUESDAY}		{WEDNESDAY}	
1 <i>Election Day</i>		2		3	
8		9		10	
15		16		17	
22		23		24	
29		30			



{THURSDAY}

{FRIDAY}

{SATURDAY & SUNDAY}

4

5

6

7

Veterans' Day

11

12

13

14

18

19

20

21

Thanksgiving Day

25

26

27

28

beatified – blessed. The ritual beatified the sacred ground.

## November 1

Monday

## November 2

Election Day  
M Soccer Conference Tour  
TBA - W Soccer Conference Tournament

## November 3

cent- (one hundred) – century, centennial, Centigrade

"It may be that those who do most, dream most." – Stephen Leacock

## November 4

THURSDAY

## November 5

FRIDAY

Game Show  
Last day to withdraw from a course with a  
grade of "W"  
M Soccer Conference Tour  
TBA - W Soccer Conference Tournament

## November 6

SATURDAY

M Soccer Conference Tour  
TBA - IDA Show @ St. Andrews  
TBA - W Soccer Conference Tournament

## November 7

SUNDAY

**assuage** – make less severe. The government has tried to assuage the public's fears.

## November 8

Pass-Fail for Demi Semester Two and  
Semester long courses

8:

## November 9

Check Points Due  
Pass-Fail for Demi Semester Two and  
Semester long courses

6:30 PM - Volleyball Newberry (Home)  
TBA - TBA - IHSA Show at Virginia  
Internmont

## November 10

Advanced Registration for Spring 2005

**-chronos-** (time) – chronology, anachronism, chronicle

*"Other people may not have had high expectations for me ...  
but I had high expectations for myself." – Shannon Miller*

## November 11

Veterans' Day  
Pass Fail for Demi Semester Two and  
Semester Long Courses

## November 12

Volleyball CVAC

## November 13

Business Club Party  
Volleyball CVAC

## November 14

Volleyball CVAC  
TBA - TBA - In House Horse Show



**teetotaler** – one totally abstaining from alcohol. His mother raised him to be a teetotaler.

## November 15

MONDAY

8:00



## November 16

TUESDAY



## November 17

WEDNESDAY

TBA - Raleigh "A" Show in Raleigh, NC



**-chron-** (time) – chronometer, chronological, synchronize, chronic

*"I would rather fail in a cause that will ultimately triumph than to triumph in a cause that will ultimately fail." – Woodrow Wilson*

## November 18

THURSDAY

TBA - Raleigh "A" Show in Raleigh, NC



## November 19

FRIDAY

TBA - Raleigh "A" Show in Raleigh, NC



## November 20

SAT

Air Band  
TBA - Raleigh "A" Show in Raleigh, NC



## November 21

SUN

TBA - Christmas on Main Street Main Street  
TBA - Raleigh "A" Show in Raleigh, NC



**spurious** – false, not genuine. They made spurious claims of personal injury.

# November 22

MONDAY

# November 23

TUESDAY

# November 24

Thanksgiving Break -Halls Open

WEDNESDAY

**circum-** (around) – circumnavigate, circumspect, circumscribe

"Success is never final." – Winston Churchill

# November 25

THURSDAY

Thanksgiving Day  
Thanksgiving Break -Halls Open



# November 26

FRIDAY

Thanksgiving Break -Halls Open



# November 27

SAT

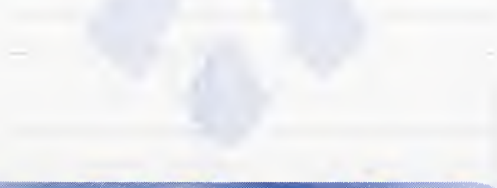
Thanksgiving Break -Halls Open



# November 28

SUN

Thanksgiving Break -Halls Open



# DECEMBER 2004

{MONDAY}

{TUESDAY}

{WEDNESDAY}

1

6

*Hanukkah begins at sundown*

7

8

13

14

15

20

21

22

27

28

29



{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
2	3	4
		5
9	10	11
		12
16	17	18
		19
23	24	25 Christmas Day
		26
30	31	

**ruthless** – without pity. To compete abroad requires ruthless cost-cutting at home.

November 29

MONDAY

5:

November 30

TUESDAY

December 1

Last Class Day Demi Two

WEDNESDAY

**civi-** (citizen) – civilization, civilian, civil

"I haven't failed, I've found 10,000 ways that don't work." – Ben Franklin

## December 2

THURSDAY

## December 3

FRIDAY

TBA - Southern Horse Festival in  
Raleigh, NC

## December 4

SAT

Limestone (Away)  
W Basketball Limestone (Away)  
Winter Formal  
TBA - Southern Horse Festival in  
Raleigh, NC

## December 5

SUN

7:00 PM - Festival of Lessons and Carols  
(Vardell)  
TBA - Christmas Parade Main Street  
TBA - Southern Horse Festival in  
Raleigh, NC

**evanescent** – vanishing; not lasting. The bittersweet moment was evanescent.

## December 6

MONDAY

## December 7

TUESDAY

*Hanukkah begins at sundown*  
Last Class Day Semester

## December 8

WEDNESDAY

Study Day

**-clam-** (to cry out) – clamorous, declamation, acclamation

*"You cannot shake hands with a clenched fist." – Indira Gandhi*

## December 9

Book Buy Back (Bookstore)  
Final Examinations

## December 10

Book Buy Back (Bookstore)  
Final Examinations

## December 11

Final Examinations

## December 12



**gregarious** – sociable. She was a gregarious, outgoing sort of person.

December 13

Book Buy Back (Bookstore)  
Final Examinations

December 14

Book Buy Back (Bookstore)  
Final Examinations

December 15

10:00 AM - Residence Halls Close

**-claud-, -claus-** (to close) – claustrophobia, enclose, conclude

*"Some people see things as they are and ask why? Others dream things that never were and ask why not?" – George Bernard Shaw*

December 16

THURSDAY

December 17

12:00 PM - Grades Due

FRIDAY

December 18

SAT

December 19

SUN

**fortuitous** – happening by chance. The collapse of its rivals brought fortuitous gains to the company.

December 20

Monday



December 21

Tuesday



December 22

Wednesday



**com-** (with, together) – combine, commerce, communicate

"I will prepare, and some day my chance will come." – Abraham Lincoln

December 23

THURSDAY



December 24

FRIDAY



December 25

SAT

*Christmas Day*



December 26

SUN



**adoration** – love. His adoration of his wife was apparent to all who met him.

December 27

MONDAY

December 28

TUESDAY

December 29

WEDNESDAY

**comp-** (to fill) – complete, complement, comply



"A #2 pencil and a dream can take you anywhere." – Joyce A. Myers

December 30

THURSDAY

December 31

FRIDAY

January 1

New Year's Day

SATURDAY

January 2

SUNDAY

# JANUARY 2005

{MONDAY}			{TUESDAY}			{WEDNESDAY}		
3			4			5		
10			11			12		
Martin Luther King, Jr. Day (Observed)			18			19		
24			25			26		
31								

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		New Year's Day <div>1</div>
		<div>2</div>
<div>6</div>	<div>7</div>	<div>8</div>
		<div>9</div>
<div>13</div>	<div>14</div>	<div>15</div>
		<div>16</div>
<div>20</div>	<div>21</div>	<div>22</div>
		<div>23</div>
<div>27</div>	<div>28</div>	<div>29</div>
		<div>30</div>

**simulated** – artificial; feigned. The simulated exercise prepared the soldiers for battle.

## January 3

MONDAY



## January 4

TUESDAY



## January 5

WEDNESDAY



**-pell-, -puls-** (to drive) – repel, expel, propellant, compulsion, pulsate

"It is never too late to be what you might have been." – George Eliot

THURSDAY

# January 6

M&W Basketball Queens (Away)

FRIDAY

# January 7

SAT

# January 8

M&W Basketball Pfeiffer (Home)

SUN

# January 9



**diabolic** – devilish. The children's diabolic pranks scared off many nannies.

## January 10

M&W Basketball Belmont Abby (Home)

MONDAY

5:



## January 11

TUESDAY



## January 12

WEDNESDAY



**-put-, -putat-** (to trim, to calculate) – computation, amputate, putative

*"Life shrinks and expands in proportion to one's courage." – Anais Nin*

# January 13

THURSDAY



# January 14

FRIDAY



# January 15

SAT

M&W Basketball Anderson (Home)  
New Student Orientation



# January 16

SUN

New Student Orientation  
10:00 AM - Residence Halls Open



**unmarred** – not scarred. The beautiful Italian carving arrived unmarred.

## January 17

*Martin Luther King, Jr. Day (Observed)*  
M&W Basketball Coker (Away)  
Registration

5:00

## January 18

Book Rush (Bookstore)  
First Day of Class

## January 19

Book Rush (Bookstore)

**-tempor-** (time) – contemporary, extemporaneous, temporize

"We become brave by doing brave acts." – Aristotle

January 20

Book Rush (Bookstore)

THURSDAY



January 21

Book Rush (Bookstore)

FRIDAY



January 22

M&W Basketball Lees- McRae (Away)

SAT



January 23

SUN



**anomalous** – deviating from the normal. Her anomalous teaching methods inspired students.

## January 24

M&W Basketball Barton (Home)

MONDAY

10

## January 25

Ring Sale

TUESDAY

## January 26

Ring Sale

WEDNESDAY

**contra-** (against) – contradict, contrary, contrast, contraband, contravene



"Never let the fear of striking out get in your way." – George Herman "Babe" Ruth

## January 27

M&W Basketball Mt. Olive (Away)

## January 28

Last day to add a Demi Semester One course

Last day to drop a Semester long course without a grade of "W"

## January 29

M&W Basketball Erskine (Home)

## January 30

# FEBRUARY 2005

{MONDAY}	{TUESDAY}	{WEDNESDAY}
	1	2
7	8	9 Ash Wednesday
Valentine's Day 14	15	16
Presidents' Day 21	22	23
28		

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
<div data-bbox="298 157 350 187">3</div>	<div data-bbox="619 157 671 187">4</div>	<div data-bbox="940 157 992 187">5</div> <div data-bbox="940 303 992 333">6</div>
<div data-bbox="298 465 350 494">10</div>	<div data-bbox="619 465 671 494">11</div>	<div data-bbox="940 465 992 494">12</div> <div data-bbox="940 611 992 640">13</div>
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**quell** – to put down. Police were called in to quell the restless crowd.

# January 31

"W" grades begin

Last day for refunds (Bookstore)

M&W Basketball Limestone (Home)

MONDAY



# February 1

TUESDAY



# February 2

WEDNESDAY



**-counter-** (against) – counteract, counterspy, encounter

*"Whoever is happy will make others happy too."* – Anne Frank

## February 3

THURSDAY

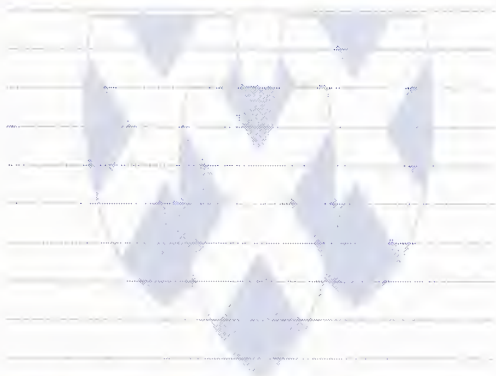
M&W Basketball Pfeiffer (Away)



## February 4

FRIDAY

Last day to withdraw from a Demi Semester  
One course with a grade of "W"



## February 5

SAT



## February 6

SUN





**holocaust** – complete destruction. A nuclear holocaust would leave few survivors.

## February 7

M&W Basketball Belmont Abby (Away)

Monday

## February 8

Tuesday

## February 9

Ash Wednesday

Wednesday

**-cura-** (to care) – curator, sinecure, secure

"People with goals succeed because they know where they're going." – Earl Nightingale

## February 10

Check Points Due  
M&W Basketball Queens (Home)

THURSDAY



## February 11

FRIDAY



## February 12

M&W Basketball Anderson (Away)

SAV



## February 13

SUN



**concise** – expressing much in few words. Make your answers clear and concise.

# February 14

*Valentine's Day*

MONDAY

50



# February 15

TUESDAY



# February 16

WEDNESDAY



**-dat-** (to give) – data, mandate, date

*"Success is how high you bounce when you hit bottom." – General George Patton*

THURSDAY

# February 17

Metrolina Career Fair in Charlotte

FRIDAY

# February 18

Pass Fail for Demi Semester One Courses

SAT

# February 19

M&W Basketball Lees-McRae (Home)  
Pass Fail for Demi Semester One Courses

SUN

# February 20

Pass Fail for Demi Semester One Courses

**irreverent** – showing disrespect. The television program takes an irreverent look at doctors.

## February 21

MONDAY  
*Presidents' Day*  
Final Exams for Demi One Courses  
M&W Basketball Barton (Away)  
Pass Fail for Demi Semester One Courses



## February 22

TUESDAY  
Final Exams for Demi One Courses  
Pass Fail for Demi Semester One Courses



## February 23

WEDNESDAY  
Final Exams for Demi One Courses  
Pass Fail for Demi Semester One Courses



**de-** (down, away) – debase, decant, depart, default



*"Life is what we make it, always has been, always will be." – Grandma Moses*

## February 24

Final Exams for Demi One Courses  
M&W Basketball Mt. Olive (Home)  
Pass/Fail for Demi Semester One Courses

## February 25

Final Exams for Demi One Courses

## February 26

M&W Basketball Erskine (Away)

## February 27

MARCH 2005

{MONDAY}			{TUESDAY}			{WEDNESDAY}		
			1			2		
7			8			9		
14			15			16		
21			22			23		
28			29			30		

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
<div data-bbox="288 164 350 199">3</div>	<div data-bbox="614 164 676 199">4</div>	<div data-bbox="945 164 1004 199">5</div> <div data-bbox="945 305 1004 340">6</div>
<div data-bbox="288 472 350 508">10</div>	<div data-bbox="614 472 676 508">11</div>	<div data-bbox="945 472 1004 508">12</div> <div data-bbox="945 613 1004 649">13</div>
<div data-bbox="34 781 150 807">St. Patrick's Day</div> <div data-bbox="288 781 350 816">17</div>	<div data-bbox="614 781 676 816">18</div>	<div data-bbox="945 781 1004 816">19</div> <div data-bbox="686 922 787 957">Palm Sunday</div> <div data-bbox="945 922 1004 957">20</div>
<div data-bbox="288 1090 350 1125">24</div>	<div data-bbox="362 1090 450 1116">Good Friday</div> <div data-bbox="614 1090 676 1125">25</div>	<div data-bbox="945 1090 1004 1125">26</div> <div data-bbox="686 1234 797 1261">Easter Sunday</div> <div data-bbox="945 1234 1004 1270">27</div>
<div data-bbox="288 1398 350 1434">31</div>		

**assimilate** – take in as one’s own. The immigrants were able to assimilate into their new country.

February 28

MONDAY

10:00 AM - Spring Break -Halls Close

50

March 1

TUESDAY

Spring Break -Halls Closed

March 2

WEDNESDAY

Spring Break -Halls Closed

**deb-, -debit-** (to owe) – debt, indebtedness, debenture

"Dream as if you'll live forever. Live as if you'll die today." – James Dean

March 3

Spring Break -Halls Closed

THURSDAY

March 4

Spring Break -Halls Closed

FRIDAY

March 5

Spring Break -Halls Closed

SAT

March 6

10:00 AM - Spring Break -Halls Open

SUN



**unobtrusive** – not conspicuous. A good waiter is efficient and unobtrusive.

# March 7

Classes Resume

# March 8

# March 9

**dec-** (ten) – decade, deciliter, decimal, decagon, decathlon

“We must use time creatively, and forever realize that the time  
is always ripe to do right.” – Nelson Mandela

March 10

THURSDAY

March 11

FRIDAY

March 12

WEDNESDAY

March 13

SUNDAY

**heinous** – wicked. Residents were upset by the heinous crimes.

# March 14

Demi Semester Two starts

MONDAY



# March 15

TUESDAY



# March 16

WEDNESDAY



**-cad-, -cas-** (to fall) – decadent, cadence, accident, cascade

"No bird soars too high if he soars with his own wings." – William Blake

## March 17

St. Patrick's Day

## March 18

Honors Convocation

Last day to add Demi Semester Two course

Last day to drop a Demi Semester Two  
course without a grade of "W"

## March 19

## March 20

Palm Sunday

**kitsch** – tacky decorative objects. Their home is full of 1950s kitsch.

# March 21

"W" Grades begin for Demi Two

MONDAY



# March 22

TUESDAY



# March 23

WEDNESDAY



**-cap-, -cip-** (head) – decapitate, captain, capital



*"It is best to learn as we go, not go as we have learned."* – Leslie Jeanne Sahler

## March 24

THURSDAY

Demi One final grades due  
Mid Semester Grades Due



## March 25

FRIDAY

Good Friday  
Easter Break- Halls Open



## March 26

SAT

Easter Break- Halls Open



## March 27

SUN

Easter Sunday  
Easter Break- Halls Open



**lugubrious** – melancholy; sorrowful. She knew he was upset by his lugubrious attitude.

## March 28

Easter Break- Halls Open

## March 29

## March 30

**-agog** (leader) – demagogue, pedagogue, synagogue

"Luck is a matter of preparation meeting opportunity." – Oprah Winfrey

March 31

THURSDAY

April 1

FRIDAY

April 2

SAT

April 3

Daylight Saving Time begins

SUN

# APRIL 2005

{MONDAY}

{TUESDAY}

{WEDNESDAY}

30

4

5

6

11

12

13

18

19

20

25

26

27

{THURSDAY}

{FRIDAY}

{SATURDAY & SUNDAY}

1

2

Daylight Saving Time begins

3

7

8

9

10

14

15

16

17

21

22

23

24

28

29

30



exotic – strikingly unusual. She planted a garden of exotic flowers.

April 4

MONDAY

April 5

TUESDAY

April 6

WEDNESDAY

-demos- (people) – democracy, demagogue, epidemic

*"The thing always happens that you really believe in; and the belief in a thing makes it happen."* – Frank Lloyd Wright

# April 7

THURSDAY

Last day to withdraw from a course with a grade of "W"



# April 8

FRIDAY

Choir Tour



# April 9

SAT

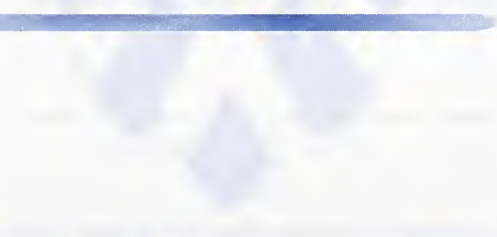
Choir Tour



# April 10

SUN

Choir Tour  
NATIONAL LIBRARY WEEK



**deciduous** – shedding; short-lived. A deciduous tree loses its leaves in autumn.

## April 11

Check Points Due

Choir Tour

NATIONAL LIBRARY WEEK

Pass Fail for Demi Semester Two and  
Semester Long courses

5:00

## April 12

NATIONAL LIBRARY WEEK

Pass Fail for Demi Semester Two and  
Semester Long courses

## April 13

NATIONAL LIBRARY WEEK

**-cy** (state of being) – democracy, obstinacy, accuracy

"As long as you're going to be thinking anyway, **THINK BIG.**" – Donald Trump

THURSDAY  
April 14

NATIONAL LIBRARY WEEK  
Pass Fail for Demi Semester Two and  
Semester Long courses

FRIDAY  
April 15

NATIONAL LIBRARY WEEK  
Pass Fail for Demi Semester Two and  
Semester Long courses

SAT  
April 16

NATIONAL LIBRARY WEEK

SUN  
April 17

ameliorate – improve. Foreign aid is badly needed to ameliorate the effects of the drought.

April 18

MONDAY

April 19

TUESDAY

April 20

WEDNESDAY

-rid-, -ris- (to laugh) – derision, risibility, ridiculous



"Life isn't a matter of milestones, but of moments." – Rose Kennedy

April 21

THURSDAY

April 22

FRIDAY

April 23

SAT

April 24

3:00 PM - Spring Choir Concert (Vardell)

SUN

**effusive** – gushy. They gave us such an effusive welcome it was quite embarrassing.

April 25

MONDAY



April 26

TUESDAY



April 27

WEDNESDAY



**-via-** (way) – deviation, viaduct, trivial

*"Think it more satisfactory to live richly than die rich."* – Sir Thomas Browne

April 28

THURSDAY



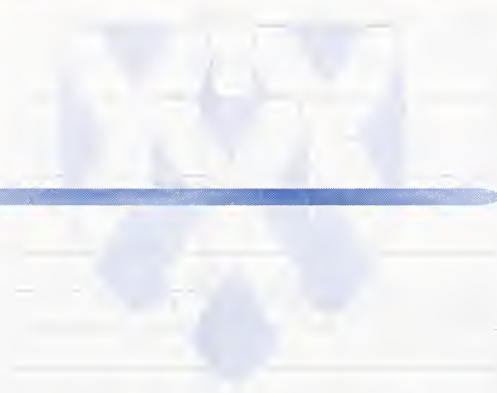
April 29

FRIDAY



April 30

SAT



May 1

SUN



MAY 2005

{MONDAY}			{TUESDAY}			{WEDNESDAY}		
2			3			4		
9			10			11		
16			17			18		
23			24			25		
30			31					

Memorial Day (Observed)

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		1
5	6	7
		8 Mother's Day
12	13	14
		15
19	20	21
		22
26	27	28
		29



**facetious** – quarrelsome; flippant. He showed his disapproval by being facetious.

May 2

MONDAY

May 3

TUESDAY

May 4

Last Day of Class Demi Two

WEDNESDAY

**dia-** (across) – diagonal, diameter, diagram

*"There are two ways of spreading light – to be the candle  
or the mirror that reflects it." – Edith Wharton*

May 5

Last Day of Class

THURSDAY



May 6

Study Day

FRIDAY



May 7

Final Examinations

SAT



May 8

Mother's Day

SUN



**acumen** – keenness of intellect. She has considerable financial acumen.

May 9

Final Examinations

May 10

Final Examinations

May 11

Final Examinations

**-diurn-** (day) – diary, diurnal, journey

## May 12

Final Examinations

10:00 AM - Senior Grades due

THURSDAY

## May 13

Baccalaureate

FRIDAY

## May 14

Commencement

SAT

## May 15

SUN

**epilogue** – a concluding part added to a literary work. The epilogue clarified the book’s puzzling ending.

May 16

Monday

16

May 17

Grades Due

Tuesday

May 18

Wednesday

**dis-, dif- (not) – discord, differ, distrust**



"I am not afraid of storms, for I am learning how to sail my ship." – Louisa May Alcott

May 19

THURSDAY

May 20

FRIDAY

May 21

SAT

May 22

SUN

plethora – superabundance. There's a plethora of books about the royal family.

May 23

MONDAY



May 24

TUESDAY



May 25

WEDNESDAY



**-doc-, -doct-** (to teach) – docile, document, doctor

"We make a living by what we get, but we make a life by what we give."  
 – Sir Winston Churchill

May 26

THURSDAY



May 27

FRIDAY



May 28

SAT



May 29

SUN



# JUNE 2005

{MONDAY}	{TUESDAY}	{WEDNESDAY}
		1
6	7	8
13	<i>Flag Day</i>	14
		15
20	21	22
27	28	29

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
2	3	4
		5
9	10	11
		12
16	17	18
		Father's Day 19
23	24	25
		26
30		



**bleak** – cold, cheerless. The house stands on a bleak, wind-swept moor.

May 30

Memorial Day (Observed)

MONDAY

50

May 31

TUESDAY

June 1

WEDNESDAY

**-domin-** (to rule) – dominate, domain, dominant

"Learn to listen. Opportunity could be knocking at your door very softly." – Frank Tyger

June 2

THURSDAY



June 3

FRIDAY



June 4

SAT



June 5

SUN



**temerity** – reckless boldness. She had the temerity to call me a liar.

June 6

MONDAY

June 7

TUESDAY

June 8

WEDNESDAY

**-dynam-** (power, strength) – dynamic, dynamite, dynamo

*"Do not follow where the path may lead. Go instead where there is no path and leave a trail." – Muriel Strode*

June 9

THURSDAY



June 10

FRIDAY



June 11

SAT



June 12

SUN

flagging – weak, drooping. The team's spirit was flagging toward the end of the game.

June 13

June 14

Flag Day

June 15

-ess (female) – goddess, lioness, actress, priestess



"Talk about a dream – try to make it real." – Bruce Springsteen

June 16

THURSDAY

June 17

FRIDAY

June 18

SAT

June 19

Father's Day

SUN

**proximity** – nearness. The hotel was convenient because of its proximity to the airport.

June 20

MONDAY



June 21

TUESDAY



June 22

WEDNESDAY



ego- (I, self) – egoist, egotist, egocentric

*"If you hear a voice within you say 'you cannot paint,' then by all means paint, and that voice will be silenced." – Vincent Van Gogh*

June 23

THURSDAY



June 24

FRIDAY



June 25

SAT



June 26

SUN

**wary** – cautious. After the burglary, she was wary of unfamiliar cars in the neighborhood.

June 27

MONDAY



June 28

TUESDAY



June 29

WEDNESDAY



**-leg-, -lect-** (to read, to choose) – legible, eligible, election, select

*"The most wasted of all days is one without laughter." – E.E. Cummings*

June 30

THURSDAY

July 1

FRIDAY

July 2

SAT

July 3

SUN



JULY 2005

{MONDAY}			{TUESDAY}			{WEDNESDAY}		
Independence Day								
4			5			6		
11			12			13		
18			19			20		
25			26			27		

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
	1	2
		3
7	8	9
		10
14	15	16
		17
21	22	23
		24
28	29	30
		31

**zephyr** – soft breeze. The zephyr helped to cool the farm laborers.

July 4

*Independence Day*

MONDAY



July 5

TUESDAY



July 6

WEDNESDAY



**-luc-** (light) – elucidate, lucid, translucent

"The way to get ahead is to start now." – William Feather

July 7

THURSDAY



July 8

FRIDAY



July 9

SAT



July 10

SUN



**vehement** – passionate, with marked vigor. Despite vehement opposition from his father, he quit the football team.

July 11

MONDAY



July 12

TUESDAY



July 13

WEDNESDAY



**-erg-** (work) – energy, ergonomic, ergometer, metallurgy



*"The lips know only shallow tunes. The heart is where great symphonies are born."*  
— Calvin Miller

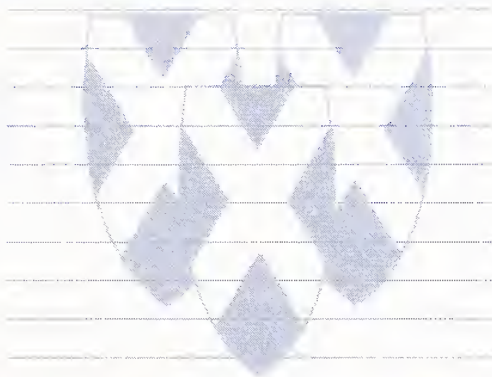
July 14

THURSDAY



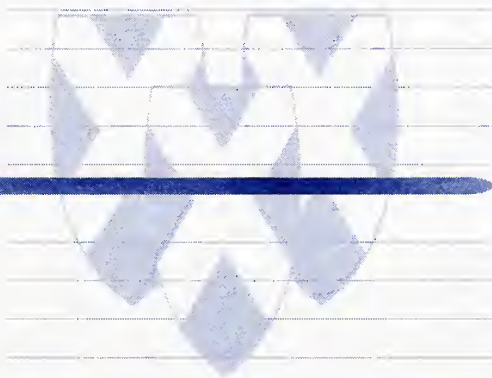
July 15

FRIDAY



July 16

SAT



July 17

SUN



**ribald** – unrestrained, profane. His ribald stories offended the wedding guests.

July 18

MONDAY

18

July 19

TUESDAY

July 20

WEDNESDAY

**ante-** (before) – antecedent, antediluvian, ante-nuptial

"Only those who dare to fail greatly can ever achieve greatly." – Robert F. Kennedy

July 21

THURSDAY



July 22

FRIDAY



July 23

SAT



July 24

SUN



**halcyon** – peaceful, calm. She dreamily recalled her halcyon days.

July 25

MONDAY

July 26

TUESDAY

July 27

WEDNESDAY

**-anthrop-** (man) – anthropology, misanthrope, philanthropy

"Genius is one percent inspiration and ninety-nine percent perspiration." – Thomas Edison

July 28

THURSDAY

July 29

FRIDAY

July 30

SAT

July 31

SUN



# AUGUST 2005

{MONDAY}			{TUESDAY}			{WEONESDAY}		
1			2			3		
8			9			10		
15			16			17		
22			23			24		
29			30			31		

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
4	5	6
		7
11	12	13
		14
18	19	20
		21
25	26	27
		28

# ENGLISH {parts of speech}

## NOUN

A WORD THAT NAMES A PERSON, PLACE, THING, QUALITY, ACT, OR FEELING.

**Common nouns** are general and do not refer to a specific person, location, or object.

→ *Examples:* man, city, tonight, honesty, happiness

**Proper nouns** are capitalized and refer to a particular person, place, or thing.

→ *Examples:* Reggie, Market Square Arena, Saturday

## PRONOUN

A WORD THAT TAKES THE PLACE OF A NOUN.

**Nominative Case Pronouns** replace the subject of a sentence or clause.

→ *Examples:* *She* took the bus to visit Aunt Jane. *We* are looking forward to visiting Oregon.

**Objective Case Pronouns** receive a verb's action or follow a preposition.

→ *Examples:* Please give *me* the papers. Timothy's outstanding service earned *him* the award.

**Possessive Case Pronouns** show ownership or possession.

→ *Examples:* The cougar escaped from *its* cage. *Their* car slid off the icy road.

## VERB

A WORD THAT EXPRESSES ACTION OR A STATE OF BEING. IT ALSO INDICATES THE TIME OF ACTION OR STATE OF BEING. A VERB HAS DIFFERENT FORMS DEPENDING ON ITS NUMBER, PERSON, VOICE, TENSE, AND MOOD.

**Number** indicates whether a verb is singular or plural. The verb and its subject must agree in number.

→ *Examples:* One dog barks. Two dogs bark.

**Person** indicates whether the subject of the verb is 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> person and whether the subject is singular or plural. Verbs usually have a different form only in *third person singular* of the *present tense*.

→ *Examples:* Singular Plural

1<sup>st</sup> Person: I stop. We stop.

2<sup>nd</sup> Person: You stop. You stop.

3<sup>rd</sup> Person: He/She/It stops. They stop.

**Voice** indicates whether the subject is the doer or the receiver of the action verb.

→ *Examples:* Cathy wrote the letter. (active voice)  
The letter was written by Cathy. (passive voice)

**Tense** indicates when the action or state of being is taking place.

→ *Examples:* *We need* the information now. (present)

Reggie *shot* the ball. (past)

You *will enjoy* the school play. (future)

## ADVERB

A WORD THAT DESCRIBES OR MODIFIES A VERB, AN ADJECTIVE, OR ANOTHER ADVERB. AN ADVERB TELLS HOW, WHEN, WHERE, WHY, HOW OFTEN, AND HOW MUCH.

→ *Examples:* The ball rolled *slowly* around the rim. Soccer scores are reported *daily* in the newspaper.

## ADJECTIVE

A WORD THAT DESCRIBES OR MODIFIES NOUNS AND PRONOUNS. ADJECTIVES SPECIFY COLOR, SIZE, NUMBER, AND THE LIKE.

→ *Examples:* red, large, three, gigantic, miniature  
Adjectives have three forms: **positive**, **comparative**, and **superlative**.

The **positive** form describes a noun or pronoun without comparing it to anything else.

→ *Example:* My apple pie is *good*.

The **comparative** form compares two things.

→ *Example:* Aunt Betty's apple pie is *better* than mine.

The **superlative** form compares three or more things.

→ *Example:* Mom's apple pie is the *best* of all!

## PREPOSITION

A WORD (OR GROUP OF WORDS) THAT SHOWS HOW A NOUN OR PRONOUN RELATES TO ANOTHER WORD IN A SENTENCE.

→ *Examples:* The man walked *into* the gym.

The horse leaped *over* the fence.

Their team won the meet *in spite of* several players being injured.

## CONJUNCTION

A WORD THAT CONNECTS INDIVIDUAL WORDS OR GROUPS OF WORDS.

**Coordinating conjunctions** connect a word to a word, a clause to a clause, or a phrase to a phrase.

The sentence elements joined by a coordinating conjunction must be equal. Common coordinating conjunctions are: *and*, *but*, *or*, *nor*, *for*, *yet*, *so*.

Coordinating conjunctions used in pairs are called **correlative conjunctions**. Common correlative conjunctions are: *either*, *or*; *neither*, *nor*; *not only*, *but also*; *both*, *and*; *whether*, *or*.

→ *Examples:* Raccoons and squirrels frequently invade our bird feeders.

*Neither* Mary Ann *nor* Julie will be able to go with you.

**Subordinating conjunctions** connect and show the relationship between two clauses that are not equally important. Common subordinate conjunctions are: *until*, *unless*, *since*, *where*, *before*, *as*, *if*, *when*, *although*, *after*, *because*, *while*, *as long as*, *as if*, *though*, *whereas*.

→ *Examples:* *Until* you decide to study, your grades won't improve.

*If* I hadn't already made plans, I would have enjoyed going to the mall with you.

## INTERJECTION

A WORD THAT IS USED IN A SENTENCE TO COMMUNICATE STRONG EMOTION OR SURPRISE. PUNCTUATION IS USED TO SEPARATE AN INTERJECTION FROM THE REST OF THE SENTENCE.

→ *Examples:* *Hooray!* We finally scored a touchdown.

*Oh, no!* I forgot the picnic basket.

*Yes!* Her gymnastic routine was perfect.

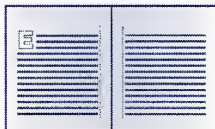
*Ah*, we finally get to stop and rest.

# ENGLISH {capitalization & plurals}

## CAPITALIZATION

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF CAPITALIZATION RULES.

All proper nouns → Shannon O'Connor, Orlando, Bill of Rights  
 All proper adjectives → Kraft cheese, Bounty paper towels, Phillips screwdriver  
 The first word in every sentence → Her dress is stunning.  
 Races, languages, nationalities → Asian, French, African-American  
 Nouns/Pronouns that refer to a Supreme Being → God, Allah, Yahweh  
 Days of the week → Sunday, Monday, Tuesday  
 Formal epithets → Ivan the Terrible  
 Bodies of water → Amazon River, Lake Huron, Wea Creek  
 Cities, towns → Houston, Lafayette, Dearborn  
 Counties → Tippecanoe, Cork  
 Continents → Africa, North America  
 Landforms → Mojave Desert, the Appalachians  
 Holidays and holy days → Veterans Day, Christmas, Yom Kippur  
 Months → January, February  
 Official documents → Emancipation Proclamation  
 Official titles → President Clinton, Mayor Bradley  
 Periods and events in history → Middle Ages, Renaissance  
 Planets, heavenly bodies → Mars, Pluto, Milky Way  
 Public areas → Yellowstone National Park  
 Sections of a country or continent → the Northwest, the Middle East  
 Special events → Battle of Lexington  
 Streets, roads, highways → Rodeo Drive, Route 66, Interstate 65  
 Trade names → Honda Accord, Kellogg's Corn Flakes



## PLURALS

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF PLURALIZATION RULES.

The plurals of most nouns are formed by adding *s* to the singular.  
 → Examples: pie = pies | desk = desks | machine = machines

The plural forms of nouns ending in *sh*, *ch*, *x*, *s*, and *z* are made by adding *es* to the singular.  
 → Examples: dish = dishes | fox = foxes | buzz = buzzes | church = churches

The plurals of common nouns that end in *y* preceded by a consonant are formed by changing the *y* to *i* and adding *es*.  
 → Examples: fly = flies | copy = copies

The plurals of words that end in *y* preceded by a vowel are formed by adding only *s*.  
 → Examples: holiday = holidays | monkey = monkeys

The plurals of words ending in *o* preceded by a vowel are formed by adding *s*.  
 → Examples: studio = studios | rodeo = rodeos

The plurals of words ending in *o* preceded by a consonant are formed by adding *s* or *es*.  
 → Examples: hero = heroes | banjo = banjos | tomato = tomatoes | piano = pianos

The plurals of nouns ending in *for* or *fe* are formed in one of two ways:  
 {1} If the *f* sound is still heard in the plural form, simply add *s*.  
 → Examples: roof = roofs | chief = chiefs  
 {2} If the final sound in the plural is a *ve* sound, change the *f* to *ve* and add *s*.  
 → Examples: wife = wives | knife = knives

Foreign words and some English words form the plural by taking on an irregular spelling.  
 → Examples: crisis = crises | criterion = criteria | goose = geese | ox = oxen

The plurals of symbols, letters, and figures are formed by adding an *s*.  
 → Examples: 5 = 5s

The plural of nouns that end in */ul/* are formed by adding *s* at the end of the word.  
 → Examples: handful = handfuls | pailful = pailfuls | tankful = tankfuls

# ENGLISH {sentence structure & spelling rules}

## SENTENCE STRUCTURE



A **complete sentence** must express a complete thought and must have a subject and a verb.

→ *Example:* He lost the game.

A **sentence fragment** results from a *missing* subject, verb, or complete thought.

→ *Example:* Because he was lost.

THERE ARE FOUR TYPES OF SENTENCES: SIMPLE, COMPOUND, COMPLEX, OR COMPOUND-COMPLEX

A **simple sentence** consists of one main clause. It expresses one main thought and has one subject and one verb. A simple sentence may contain a compound subject, or a compound verb or both.

1 → *Examples:* We enjoyed the concert.

Amy and Scott were married yesterday. (compound subject: Amy and Scott)

Ben is leaving work and going home. (compound verb: leaving and going)

A **compound sentence** contains two or more main clauses (in *italics*) connected by a conjunction, a semicolon, or a comma with a conjunction.

2 → *Examples:* *Collecting fossils is fun, but I think identifying fossils is difficult.* (conjunction)

*Andy's suit looks new; it just got back from the cleaners.* (semicolon)

*Erin came home for Easter, and Courtney went to Florida.* (comma/conjunction)

A **complex sentence** has one main clause (in *italics*) and one or more subordinate clauses (underlined).

3 → *Examples:* *Dad says that good grades are the result of diligent studying.* (main clause, one independent clause)

*Diligent studying is difficult, because I have to work several hours before I can start studying.* (main clause, two dependent clauses)

A **compound-complex sentence** has two or more main clauses (in *italics*) and one or more subordinate clauses (underlined).

4 → *Examples:* *Because the school bus broke down, the team rode in a van, and the cheerleaders rode in cars. Unless my eyes are deceiving me, Kristi is on that runaway horse, and Dale is behind her.*

## SPELLING RULES

Write *i* before *e* except after *c*, or when sounded like *e* as in weigh and eight.

→ *Exceptions:* seize, weird, either, leisure, neither

When the *ie/ei* combination is not pronounced *ee*, it is usually spelled *ei*.

→ *Examples:* reign, weigh, neighbor

→ *Exceptions:* friend, view, mischief, fiery

When a multi-syllable word ends in a consonant preceded by one vowel, the accent is on the last syllable, and the suffix begins with a vowel — the same rule holds true: double the final consonant.

→ *Examples:* prefer = preferred | allot = allotted | control = controlling

If a word ends with a silent *e*, drop the *e* before adding a suffix that begins with a vowel.

→ *Examples:* use = using | like = liking | state = stating | love = loving

When the suffix begins with a consonant, do not drop the *e*.

→ *Examples:* use = useful | state = statement | nine = ninety

→ *Exceptions:* argument, judgment, truly, ninth

When *y* is the last letter in a word and the *y* is preceded by a consonant, change the *y* to *i* before adding any suffix except those beginning with *i*.

→ *Examples:* lady = ladies | try = tries | happy = happiness | ply = pliable



# ENGLISH {the writing process}

## WRITING VARIABLES

BEFORE BEGINNING ANY ASSIGNMENT, IT WILL HELP YOU TO FOCUS AND REMAIN CONSISTENT IN STYLE IF YOU CONSIDER THE FOLLOWING VARIABLES.

### Audience

For whom am I writing? A letter written to your ten-year-old sister will be much different in vocabulary, subject, content, format, and sentence complexity than one written to your senator.

### Topic

About what subject should I write? If possible, choose a subject that interests you. Research your subject well.

### Purpose

Why am I writing? Have a clear purpose in mind before starting your paper. Are you writing to entertain, to instruct, to inform, or to persuade? Keeping your purpose in mind as you write will result in a paper that is focused and consistent.

### Voice

What point of view or "voice" will I use? Writers sometimes write from the point of view of another person rather than from their own point of view. Writing in a voice other than your own can add variety and help you see your subject in a new way. Make sure your "voice" remains consistent.

### Format

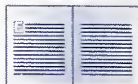
What form will my writing take? Different forms of writing, such as letters, diaries, reports, essays, research papers, etc., have specific requirements. Decide on the form your writing will take, and then make sure you know the requirements for that form of writing.

## PLANNING AND WRITING AN ESSAY OR COMPOSITION

- (1) Select a general subject area that interests you.
- (2) Make a list of your thoughts and ideas about the subject.
- (3) Use your list to help focus on a specific topic within the subject area.
- (4) Decide what you want to say about the topic, and write an introductory statement that reflects this purpose.
- (5) Make a list of details to support your statement.
- (6) Arrange the list of details into an outline.
- (7) Do any reading and research necessary to provide additional support for specific areas of your outline. Keep a careful list of all of your sources for your bibliography.
- (8) Write a first draft.
- (9) Revise your first draft, making sure that:
  - (a) The introduction includes a clear statement of purpose.
  - (b) Each paragraph begins with some link to the preceding paragraph.
  - (c) Every statement is supported or illustrated.
  - (d) The concluding paragraph ties all of the important points together, leaving the reader with a clear understanding of the meaning of the essay or composition.
  - (e) Words are used and spelled correctly.
  - (f) Punctuation is correct.
- (10) Read your revised paper aloud to check how it sounds.
- (11) Proofread your revised paper two times: once for spelling, punctuation, and word usage, and again for meaning and effectiveness.



# ENGLISH {punctuation}



## PERIOD



**Use:** to end a sentence that makes a statement or that gives a command not used as an exclamation.

→ *Example:* Go to your room, and do not come out until dinner.

**Use:** after an initial or an abbreviation.

→ *Examples:* Mary J. Jones, Mr., Mrs., Ms.

## COMMA



**Use:** to separate words or groups of words in a series.

→ *Example:* I used *worms, minnows, larva, bread balls, and bacon* for bait.

**Use:** to separate an explanatory phrase from the rest of the sentence.

→ *Example:* Escargots, *or snails*, are a delicacy that I relish.

**Use:** to distinguish items in an address and in a date.

→ *Examples:* John Doe, 290 Main Street, Midtown, IN 48105  
September 20, 1960

**Use:** to separate a title or an initial that follows a name.

→ *Example:* Joseph Jones, Ph.D.

## QUESTION MARK



**Use:** at the end of a direct or indirect question.

→ *Example:* Did your relatives invite you to visit them this summer?

**Use:** to punctuate a short question within parentheses.

→ *Example:* I am leaving tomorrow (is that possible?) to visit my cousins in France.

## APOSTROPHE



**Use:** to show that one or more letters or numbers have been left out of a word to form a contraction.

→ *Examples:* do not = don't | I have = I've

**Use:** followed by an *s* is the possessive form of singular nouns.

→ *Example:* I clearly saw this young *man's* car run that stop sign.

**Use:** possessive form of plural nouns ending in *s* is usually made by adding just an apostrophe. An apostrophe and *s* must be added to nouns not ending in *s*.

→ *Example:* bosses = bosses', children's

## COLON



**Use:** after words

introducing a list, quotation, question, or example.

→ *Example:* Sarah dropped her book bag and out spilled everything: books, pens, pencils, homework, and makeup.

## SEMICOLON



**Use:** to join compound sentences that are not connected with a conjunction.

→ *Example:* It's elementary, my dear Watson; the butler is clearly responsible.

**Use:** to separate groups of words.

→ *Example:* I packed a toothbrush, deodorant, and perfume; jeans, a raincoat, and sweatshirts; and boots and tennis shoes.

## QUOTATION MARKS



**Use:** to frame direct quotations in a sentence. Only the exact words quoted are placed within the quotation marks.

→ *Example:* "I don't know," she said, "if I will be able to afford the vacation."

**Use:** to distinguish a word that is being discussed.

→ *Example:* Mr. Jones suggested I replace the word "always" with "often" in my theme.

**Use:** to indicate that a word is slang.

→ *Example:* Julie only bought that outfit to show that she's "with it."

**Use:** to punctuate titles of poems, short stories, songs, lectures, course titles, chapters of books, and articles found in magazines, newspapers, and encyclopedias.

→ *Examples:* "You Are My Sunshine," "Violence in Our Society," "The Road Not Taken"

## SINGLE QUOTATION MARK



**Use:** to punctuate a quotation within a quotation.

→ *Example:* "My favorite song is 'I've Been Working on the Railroad,'" answered little Joey.

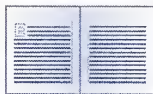
## EXCLAMATION MARK



**Use:** to express strong feeling.

→ *Example:* Help! Help!

# ENGLISH {frequently confused words}



**accept** | to agree to something or receive something willingly

**except** | not including

→ *Examples:* Jonathon will *accept* the job at the restaurant.

Everyone was able to attend the ceremony *except* Phyllis.

**capital** | chief, important, excellent. Also the city or town that is the official seat of government of a state or nation

**capitol** | the building where a state legislature meets

**the Capitol** | the building in Washington, D.C., in which the United States Congress meets

→ *Examples:* The *capital* of France is Paris.

The *capitol* of Indiana is a building in Indianapolis.

The vice president arrived at the *Capitol* to greet the arriving senators.

**hear** | to listen to

**here** | in this place

→ *Examples:* Do you *hear* that strange sound?

The juice is right *here* in the refrigerator.

**it's** | the contraction for *it is* or *it has*

**its** | shows ownership or possession

→ *Examples:* *It's* nearly time to leave for the football game.

The wagon lost *its* wheel in the mud.

**lead** | a heavy, gray metal

**lead** | to go first, guide

**led** | the past tense of *lead*

→ *Examples:* Water pipes in many older homes are made of *lead*.

This path will *lead* us to the waterfall.

Bloodhounds *led* the police to the hideout.

**loose** | free or not tight

**lose** | to mislay or suffer the loss of something

→ *Examples:* Since she lost weight, many of her clothes are *loose*.

If you *lose* your money, you will not be able to get into the park.

**principal** | the first or most important. It also refers to the head of a school.

**principle** | a rule, truth, or belief

→ *Examples:* Pineapple is one of the *principal* crops of Hawaii.

One *principle* of science is that all matter occupies space.

**quiet** | free from noise

**quite** | truly or almost completely

→ *Examples:* Our teacher insists that all students are *quiet* during a test.

This enchilada is *quite* spicy.

**their** | belonging to them

**there** | at that place

**they're** | the contraction for *they are*

→ *Examples:* *Their* new puppy is frisky.

Please place all of the newspapers over *there*.

*They're* coming over tonight.

**to** | in the direction of

**too** | also or very

**two** | the whole number between one and three

→ *Examples:* The paramedics

rushed *to* the scene of the accident.

This meal is delicious, and it is low in fat, *too*.

Only *two* of the 10 runners were able to complete the race.

**weather** | the state of the atmosphere referring to wind, moisture, temperature, etc.

**whether** | a choice or alternative

→ *Examples:* We are hoping for warm, sunny *weather* for our family reunion.

We cannot decide *whether* we will drive or fly to the reunion.

**Who's** | the contraction for *who is* or *who has*

**Whose** | the possessive form of *who*

→ *Examples:* *Who's* in charge of the lighting for the stage?

*Whose* bicycle is out in the rain?

**you're** | the contraction for *you are*

**your** | the possessive form of *you*

→ *Examples:* She called to ask if *you're* planning to attend the party.

*Your* term paper will be due four weeks from today.

## OUTLINING

OUTLINES CAN HELP YOU ORGANIZE YOUR IDEAS. YOU MIGHT USE AN OUTLINE TO PLAN A SPEECH, COMPOSITION, OR TERM PAPER. YOU ALSO MIGHT USE AN INFORMAL OUTLINE TO TAKE NOTES.

### formal

A **formal outline** lists the main points of a topic and shows the relative importance of each and the order in which these points are presented. It also shows the relationships among them.

*Formal Outline Format:*

I.

A.

B.

1.

2.

a.

b.

(1)

(2)

(a)

(b)

II.

No new subdivision should be started unless there are at least two points to be listed in the new division. This means that each *I* must have a *2*; each *a* must have a *b*.

Formal outlines may be either a **sentence outline** or a **topic outline**.

A **sentence outline** uses a complete sentence for each point and subpoint. A **topic outline** uses words or phrases for each point and subpoint.

→ Here is an example of a topic outline.

Thesis or Introductory Statement

I. Gasoline shortage

A. Long lines

B. Gas "rationing"

II. Voluntary energy conservation

A. Gasoline

B. Electricity

C. Home heating fuel

III. Forced energy conservation

A. Fuel allocation

B. Speed limit

C. Airline flights

D. Christmas lighting

Conclusion

### informal

**Informal outlines** use as few words as possible. Supporting details are written below each heading. Numerals, letters, or dashes may be used. Informal outlines are especially useful for taking notes.

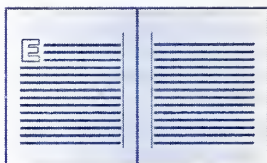
→ Here is an example of a informal outline.

I. How lightning occurs

- cloud's particles collide and become electrically charged
- positively and negatively charged particles separate
- positively charged particles in cloud collide with negatively charged particles on ground

II. Forms of lightning

- forked
- streak
- ribbon
- bead or chain
- ball



# ENGLISH {MLA style of documentation}

## YOUR WORKS-CITED LIST

YOUR WORKS-CITED LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR WORKS-CITED LIST; LIKEWISE, EACH ENTRY IN THE WORKS-CITED LIST MUST BE CITED IN THE TEXT.

According to the Modern Language Association:

- (1) Double-space all entries.
- (2) Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- (3) List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- (4) Underline or italicize (choose one and use it throughout) the titles of works published independently. Books, plays, long poems, pamphlets, periodicals and films are all published independently.
- (5) If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- (6) Use quotation marks to indicate titles of short works included in larger works, song titles and titles of unpublished works.
- (7) Separate the author, title and publication information with a period followed by two spaces.
- (8) Single space after a colon.
- (9) Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans. ), and a named editor (ed. ). However, when these designations follow a period, the first letter should be capitalized.
- (10) Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.

<b>WEB SITES</b> (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> . Date of article: inclusive pages/paragraphs. Date of research <http://article.URL.html>.
<b>ARTICLE IN A JOURNAL FROM A WEB SITE</b>	Flannagan, Roy. "Reflections on Milton and Aristo." <i>Early Modern Literary Studies</i> 2.3 (1996): 16 pars. 22 Feb. 1997. <http://unixg.ubc.ca:7001/0/e-sources/emls/02-3/flanmilt.html>.
<b>ARTICLE IN A PERIODICAL</b> (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> Date: inclusive pages.
<b>BYLINED ARTICLE FROM A DAILY NEWSPAPER</b>	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> 7 Mar. 1993, nat. ed., sec. 1: 12.
<b>UNBYLINED ARTICLE FROM A DAILY NEWSPAPER</b>	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> 12 Mar. 1993: A12.
<b>ARTICLE FROM A MONTHLY OR BI-MONTHLY MAGAZINE</b>	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> June 1992: 57-79.
<b>ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE</b>	Hughes, Robert. "Futurisms Farthest Frontier." <i>Time</i> 9 July 1979: 58-59.
<b>EDITORIAL</b>	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> 11 Mar. 1993: 6B.



# ENGLISH {MLA style of documentation}

<b>BOOK</b> (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Additional information. City of Publication: Publishing company, publication date.
<b>BOOK BY ONE AUTHOR</b>	Wheelen, Richard. <i>Sherman's March</i> . New York: Crowell, 1978.
<b>TWO OR MORE BOOKS BY THE SAME AUTHOR</b>	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . New York: Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Boston: Houghton, 1981.
<b>BOOK BY TWO OR THREE AUTHORS</b>	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . Urbana Ill.: NCTE, 1968.
<b>BOOK BY FOUR OR MORE AUTHORS</b>	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Boston: Houghton, 1956.
<b>BOOK BY A CORPORATE AUTHOR</b>	The Rockefeller Panel Reports. <i>Prospect for America</i> . New York: Doubleday, 1961.
<b>BOOK BY AN ANONYMOUS AUTHOR</b>	<i>Literary Market Place: The Dictionary of American Book Publishing</i> . 2003 ed. New York: Bowker, 2002.
<b>BOOK WITH AN AUTHOR AND AN EDITOR</b>	Toomer, Jean. <i>Cane</i> . Ed. Darwin T. Turner. New York: Norton, 1988.
<b>A WORK IN AN ANTHOLOGY</b>	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> . Eds. Richard Wilbur and W. H. Auden. New York: Dell, Laurel Edition, 1965.
<b>AN EDITION OTHER THAN THE FIRST</b>	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Ed. Larry D. Benson. 3rd ed. Boston: Houghton, 1987.
<b>SIGNED ARTICLE IN A REFERENCE BOOK</b>	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed.
<b>UNSIGNED ARTICLE IN A REFERENCE BOOK</b>	"Tharp, Twyla." <i>Who's Who of America Women</i> . 17th ed. 1991-1992.



## YOUR REFERENCE LIST

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## BASIC RULES

### According to the American Psychological Association:

- Invert authors' names (last name first); give last name and initials for all authors of a particular work. Alphabetize by authors' last names. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 1991 article would appear before a 1996 article). When an author appears as a sole author and as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece and use a shortened version of the title for parenthetical citations.
- Use "&" instead of "and" when listing multiple authors of a single work.
- Indent your reference list one-half inch from the left margin, excluding the first line of each reference. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Italicize titles of books and journals. Note that the italicizing in these entries often continues beneath commas and periods.

## BASIC FORMS FOR SOURCES IN PRINT

### An article in a periodical (such as a journal, newspaper, or magazine)

- Author, A. A., Author, B. B., & Author, C. C. (Year of Publication, add month and day of publication for daily, weekly, or monthly publications). Title of article. *Title of periodical*, Volume Number, pages. You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well: Title of Periodical, Volume (Issue), pages.

### A nonperiodical (such as a book, report, brochure, or audiovisual media)

- Author, A. A. (Year of Publication). Title of work: Capital letter also for subtitle. Publisher's Location Publisher's Name. For "Location," you should always list the city, and you should also include the state if the city is unfamiliar or if the city could be confused with one in another state. Use the two-letter abbreviation for each state.

### Part of a nonperiodical (such as a book chapter or an article in a collection)

- Author, A. A., & Author, B. B. (Year of Publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pages of chapter). Publisher's Location: Publisher's Name. When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

## BASIC FORMS FOR ELECTRONIC SOURCES

### A web page

- Author, A. A. (Date of Publication or Revision). Title of full work. Retrieved month date, year, from http://web address. Date of access should indicate the date you visited the web site. This date of retrieval is important because online information is frequently altered.

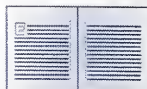
### An online journal or magazine

- Author, A. A., & Author, B. B. (Date of Publication). Title of article. Title of journal, volume number (issue number if available) Retrieved month date, year, from http://web address.

### E-mail

Because e-mail is a personal communication, not easily retrieved by the general public, no entry appears in your reference list. When you cite an e-mail message in the body of your paper, acknowledge it in your parenthetical citation: The novelist has repeated this idea recently (Salman Rushdie, e-mail to author, May 1, 1995).

## EXAMPLES



### Journal article, one author

- Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

### Journal article, more than one author

- Kernis, M. H., Corbell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

### Work discussed in a secondary source

- Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.  
Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in your reference list. In the text, use the following citation:
- Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

### Magazine article, one author

- Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

### Book

- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

### An article or chapter of a book

- O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

### A government publication

- National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

### A book or article with no author or editor named

- *Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.
- New drug appears to cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.  
For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster's, 1993) and ("New Drug," 1993).

### A translated work and/or a republished work

- Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)

### A review of a book, film, television program, etc.

- Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

### An entry in an encyclopedia

- Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

### An online journal article

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# ENGLISH {frequently misspelled words}

absence	climbing	equipped	hungry	opportunity	reservoir	trouble
absorb	clothes	escape	identify	opposite	restaurant	truly
accept	colonel	especially	imagine	original	rhyme	two
accidentally	college	etc.	immediate	other	rhythm	unique
accompany	column	everybody	immediately	pageant	ridiculous	until
accuse	commercial	everywhere	immensely	pamphlet	running	unusual
ache	committee	exaggerate	incident	parallel	safety	usually
achieve	completely	exceed	independent	parents	Saturday	vaccinate
acquaintance	concentrate	excellence	Indian	parliament	scent	vacuum
acquire	conscientious	excellent	innocent	particular	schedule	vegetable
affect	conscious	except	instead	passed	scissors	village
afraid	continue	excitement	intelligence	peculiar	search	villain
against	continuous	exciting	intelligent	perform	secret	weather
aggression	convenience	existence	interpret	permanent	secretary	Wednesday
aggressive	convenient	expense	interrupt	persuade	semester	weight
all right	counterfeit	experiment	introduce	phenomenon	sense	weird
a lot	countries	experience	its	piece	separate	were
already	courage	familiar	it's	pilot	separation	we're
always	courageous	families	jealous	plain	sergeant	where
amateur	courteous	fascinate	knew	plane	shepherd	whether
ambition	cried	fasten	know	planned	shining	which
among	criticism	fatigue	knowledge	pleasant	sincerely	whole
apology	criticize	favorite	laboratory	poison	soldier	whose
apparent	curiosity	fiction	laid	possess	sophomore	witch
appearance	debt	fictitious	leisure	possession	spaghetti	woman
appreciate	deceive	field	library	possible	speak	women
arctic	decide	finally	lightning	practically	speech	wonderful
argument	definite	first	literature	prairie	sponsor	wreck
article	definitely	forecast	lonely	precede	squirrel	writing
associate	descend	foreign	loose	preferred	stationery	written
athlete	describe	foresee	lying	prejudice	stepping	wrote
attendance	description	forest	magazine	preparation	stopping	yolk
attitude	desert	foretell	magnificent	principal	stories	your
author	dessert	formerly	many	principle	strengthen	you're
awful	destroy	forty	marriage	privilege	stretch	
beautiful	develop	fragile	mathematics	probably	studies	
beauty	dictionary	freight	meant	profession	studying	
because	didn't	friend	medicine	prophecy	succeed	
beginning	difficult	front	millionaire	psychologist	successful	
believe	dinner	fulfill	miniature	psychology	suggest	
benefit	dining	government	minute	pursue	summarize	
bicycle	disappear	governor	mischievous	quantity	summary	
biscuit	disappoint	grabbed	model	quiet	superintendent	
boundary	discipline	grammar	mosquito	quite	suspense	
Britain	discussion	grateful	narrative	raspberry	suspicion	
brilliance	disease	guarantee	necessary	realize	swimming	
brilliant	dissatisfy	guard	neighbor	really	synagogue	
bureau	doctor	guess	nervous	receive	temperament	
business	does	guest	niece	receiving	themselves	
captain	doesn't	handsome	nineteen	recess	there	
career	dropping	happen	ninety	recognize	therefore	
carrying	during	happiest	notice	recommend	they	
cemetery	easier	happily	noticeable	reference	they're	
certain	easiest	happiness	nuisance	referring	thief	
challenge	easily	hear	obedience	rein	thoroughly	
chief	effect	height	occasion	reign	thought	
children	either	here	occur	relative	through	
chocolate	embarrass	history	occurred	relief	tobacco	
chosen	enough	hoping	occurrence	religion	together	
Christian	entertain	hospital	occurring	remember	tomorrow	
cinnamon	envelope	humor	often	repetition	tragedy	
climbed	equipment	humorous	opinion	repellent	tried	





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{world map with longitude  
                        & latitude}
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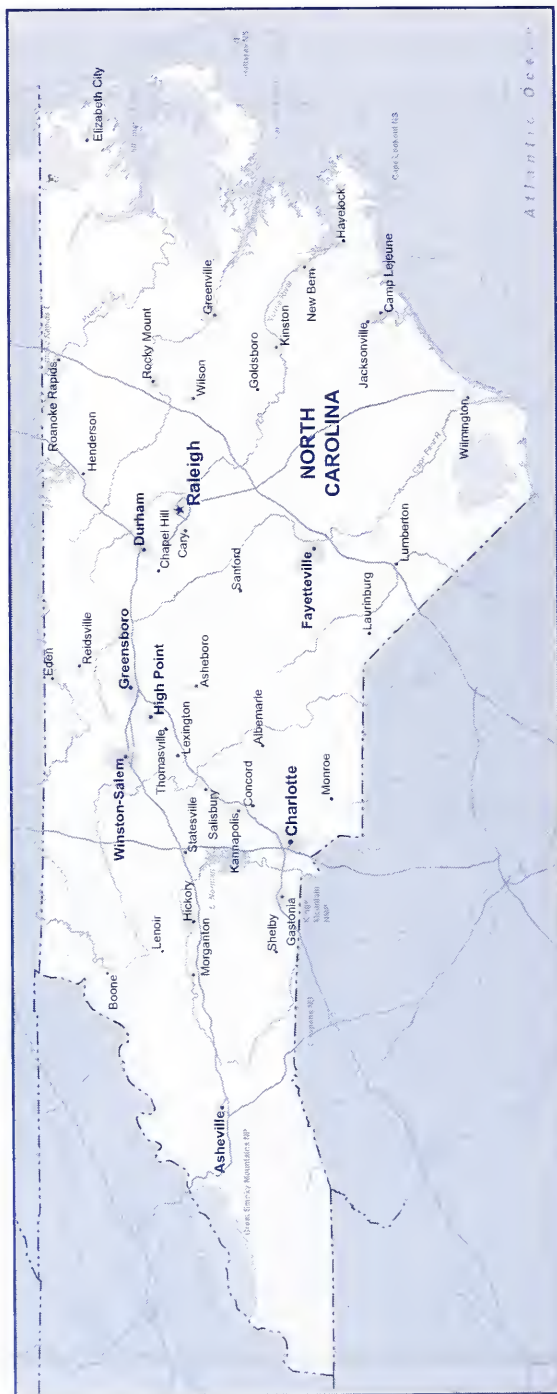




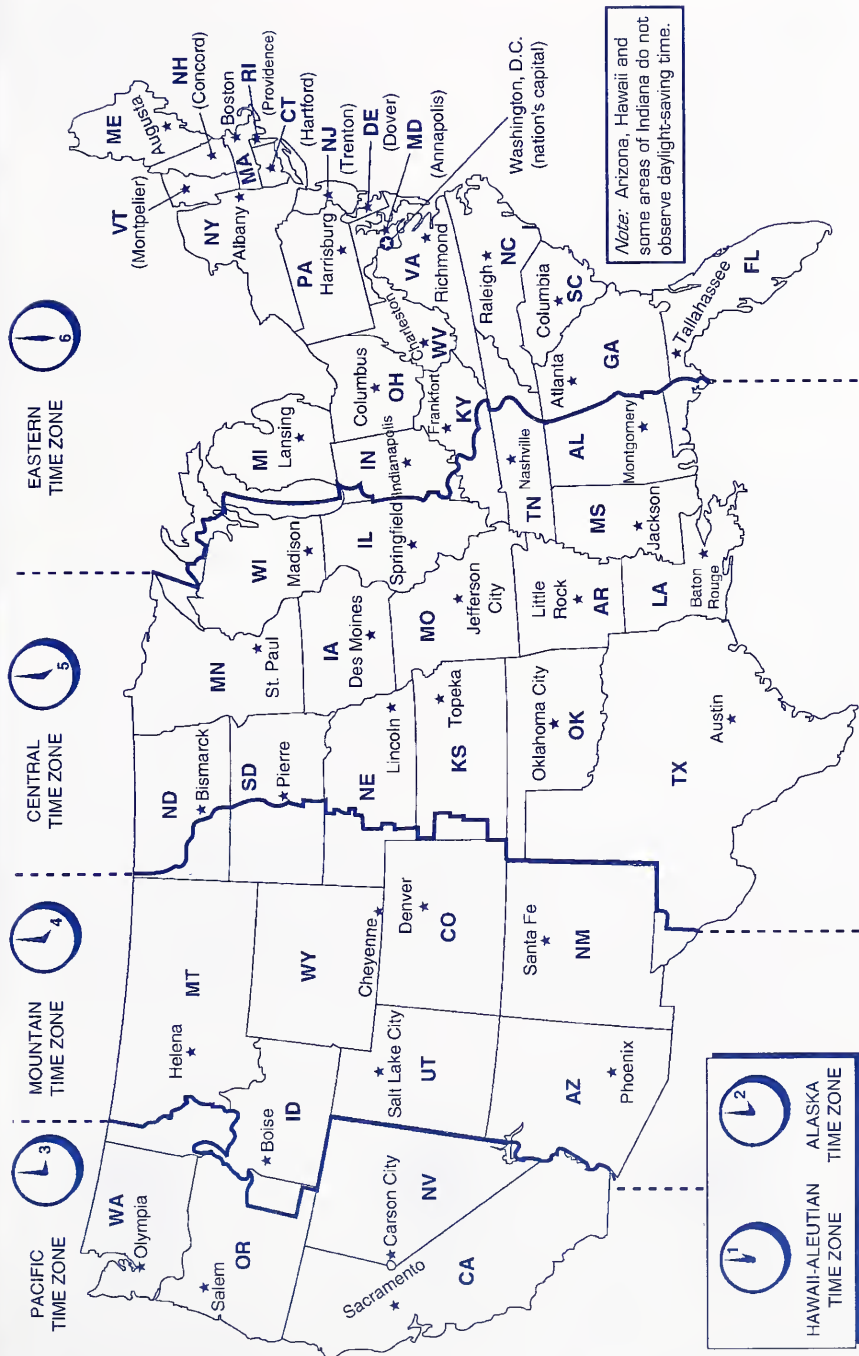
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                                & latitude}
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# SOCIAL STUDIES {North Carolina state map}



# SOCIAL STUDIES {United States time zones}



# ENVIRONMENTAL AWARENESS {recycling}

## FACTS

- The normal faucet flow is around 3-5 gallons of water per minute.
- Showers can account for up to 32% of home water use.
- 240-260 million tires are discarded every year in the United States.
- Polystyrene foam is completely nonbiodegradable. In simple terms, the foam cup you throw away today will still be sitting there 500 years from now.
- When motor oil is not disposed of properly, it can seep into the ground and contaminate our drinking water. Just one quart of motor oil can pollute 250,000 gallons of drinking water.
- An aluminum can that is not recycled will still litter the earth almost 500 years later.
- The average office worker throws away around 180 lbs. of recyclable paper every year.
- Hot dogs last more than 10 years in a landfill.
- 63% of the trash that people throw away can be recycled.
- Each person throws away an average of about 1,400 pounds of garbage each year.
- Americans throw away enough aluminum every three months to rebuild our entire commercial air fleet.

## WHAT CAN BE RECYCLED?

Items to Recycle	How to Prepare Them
Aluminum, Steel, and Tin Cans	<i>Lightly rinse and dry all cans.</i>
Newspapers	<i>Fold newspapers and place in brown paper bags or bundle with string into one-foot stacks.</i>
Glass	<i>Rinse and remove metal or plastic rims and lids. Sort by color: brown, green, and clear.</i>
Plastics	<i>Rinse and separate by number.</i>
Corrugated Cardboard	<i>Break down boxes.</i>
Office Paper	<i>Separate into white, colored, and glossy stacks. Remove sticky tabs and paper clips.</i>
Motor Oil	<i>Collect in containers no larger than 5 gallons.</i>
Tires	<i>No more than 5 per year are accepted from individuals.</i>



**Reduce**



**Reuse**



**Recycle**

# HEALTHY LIVING {about smoking cigarettes}

## SMOKING CIGARETTES

### Risks

- diminished or extinguished sense of smell and taste
- frequent colds
- smoker's cough
- gastric ulcers
- chronic bronchitis
- increase in heart rate and blood pressure
- premature and more abundant face wrinkles
- emphysema
- heart disease
- cancer of the mouth, larynx, esophagus, lungs, pancreas, cervix, uterus, and bladder

The use of tobacco is addictive. Most users develop a tolerance for nicotine and need greater amounts to produce the desired effect. Smokers become physically and psychologically dependent and will suffer withdrawal symptoms when they stop. Physical withdrawal symptoms include changes in body temperature, heart rate, digestion, muscle tone, and appetite. Psychological symptoms include irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea, and cravings for tobacco that can last days, weeks, months, years, or an entire lifetime.

### Facts

- Nearly one in five high school males use spit tobacco. Continuous intake of spit tobacco leads to various oral cancers and a host of other diseases, in addition to bad breath.
- Smoking can cause or further increase stress, nervousness, and agitation rather than calm you down.
- Addiction to cigarettes frequently leads to other forms of drug addiction.
- Cigarettes are a known killer – why begin a habit that you know can eventually kill you?
- Cigarettes are highly addictive. One-third of young people who are just “experimenting” end up being addicted by the time they are 20.
- Did you know that secondhand smoke is responsible for approximately 3,000 lung cancer deaths annually of non-smokers in the United States?

### Think About It!

- (1) *Use your head.* Smoking is responsible for close to 420,000 deaths each year.
- (2) *Stay active.* Exercising and participating in sports is nearly impossible if you smoke cigarettes.
- (3) *Be aware of the risks.* Smoking can lead to many physical problems including emphysema, heart disease, stroke, and cancer.
- (4) *Keep your edge.* Smoking makes you smell bad, gives you bad breath, and gives you premature wrinkles.
- (5) *Play it safe.* Experimenting with smoking could lead to full-fledged addiction and a lifetime of trying to quit.
- (6) *Do the smart thing.* Smoking puts your health and the health of those around you at risk.
- (7) *Get with the program.* Smoking isn't “in” anymore.
- (8) *Find ways to reduce anxiety.* Smoking may actually contribute to your state of agitation.



## ALCOHOL



### How Can Alcohol Affect Me?

- Alcohol goes directly into the bloodstream, which is why it affects every system in the body.
- Heavy drinking can cause cirrhosis and cancer of the liver.
- Children in families with alcoholic members are at a higher risk for alcoholism.
- Alcohol abuse can lead to both homicides and suicides.
- Drinking can cause serious injuries and death – over 38% of drownings are alcohol related.
- Long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, liver damage, heart and central nervous system damage, and memory loss.

### How Do I Know if I Have a Drinking Problem?

- inability to control your drinking – it seems that regardless of what you decide beforehand, you frequently wind up drinking too much
- using alcohol to escape your problems
- changing from your usual reserved character to the “life of the party”
- a change in personality – does drinking turn you from Dr. Jekyll to Mr. Hyde?
- a high tolerance level – you can drink just about everybody under the table
- blackouts – sometimes you don’t remember what happened when you were drinking
- problems at school as a result of drinking
- concern shown by your family and friends about your drinking

### About Alcohol – Quick Facts

- (1) *Know the law.* Alcohol is illegal to buy or possess if you are under age 21.
- (2) *Get the facts right.* One 12-ounce beer has as much alcohol as a 1.5-ounce shot of whiskey or a 5-ounce glass of wine.
- (3) *Stay informed.* Wine coolers look like juice sparklers, but they have just as much alcohol as a 12-ounce beer. One glass of clear malt can give a teenager a .02 on a breathalyzer test. In some states, that amount is enough for anyone under the age of 21 to lose his/her driver’s license and be subject to a fine.
- (4) *Be aware of the risks.* Drinking increases the risk of injury. Car crashes, falls, burns, drowning, and suicide are all linked to alcohol and other drug use.
- (5) *Keep your edge.* Alcohol can ruin your looks, give you bad breath, and cause weight gain.
- (6) *Play it safe.* Drinking can lead to intoxication and even death.
- (7) *Do the smart thing.* Drinking puts your health, education, family ties, and social life at risk.
- (8) *Be a real friend.* If you know someone with a drinking problem, be a part of the solution. Urge your friend to get help.
- (9) *Remain alert.* Stay clear on claims that alcohol means glamour and adventure. Stay clear on what’s real and what’s illusion.

Alcohol is a central nervous system depressant. It affects virtually every organ in the body, and chronic use can lead to numerous preventable diseases, including alcoholism. According to the 1994 Monitoring the Future survey, alcohol remains the number one substance used by 8th, 10th, and 12th graders. Over 50 percent of 12th graders report drinking alcohol within the past month.

## EMERGENCY ACTION STEPS

*Adult Life-Saving Steps* → IN THE EXCITEMENT OF AN EMERGENCY, YOU MAY BE FRIGHTENED OR CONFUSED ABOUT WHAT TO DO. STAY CALM. YOU CAN HELP. THE THREE "EMERGENCY ACTION STEPS" WILL HELP YOU ORGANIZE YOUR RESPONSE TO THE SITUATION.

1

### CHECK

- Check the scene for safety.
- Check the victim for consciousness, breathing, pulse and bleeding.

2

### CALL

- Dial 9-1-1 or your local emergency number.
- Be prepared to give the dispatcher the exact address or location of the emergency.

3

### CARE

- Care for the victim.

**Always care for life-threatening conditions first. If there are none:**

- Watch for changes in the victim's breathing or consciousness.
- Keep the victim from getting chilled or overheated.
- Help the victim rest comfortably.
- Reassure the victim.

**If victim is unable to speak, cough, or breathe –**  
Give abdominal thrusts (if person is conscious)



*Place fist just above the navel and give quick, upward thrusts until object is removed.*

**If victim is not breathing –**  
Give rescue breathing



*Tilt head back and lift chin.*



*Pinch nose shut.  
Give one slow breath about every 5 seconds.*

**If air won't go in – Give abdominal thrusts**



*Give up to 5 abdominal thrusts.*



*Look for and clear any objects from mouth.*



*Tilt head back and reattempt breaths.  
Repeat steps until breaths go in.*

**If not breathing and no pulse – Give CPR**



*Find hand position on center of breastbone.*



*Compress chest 15 times.  
Give 2 slow breaths.  
Repeat sets of compressions and breaths until ambulance arrives.*



The to-do list in Beth Hoyne's purse will never get done because a drunk driver convinced his friends he'd be fine.

**Friends Don't Let Friends Drive Drunk.**



Photo by Michael Mazzoni

# SUCCESS SKILLS {tips for improving your memory & taking standardized tests}

## TIPS FOR IMPROVING YOUR MEMORY

- (1) Keep notes, lists, and journals to jog your memory.
- (2) Decide what is most important to remember by looking for main ideas.
- (3) Classify information into categories. Some categories may be:
  - a. Time – summer, sun, swimming, hot
  - b. Place – shopping center, stores, restaurants
  - c. Similarities – shoes, sandals, boots
  - d. Differences – mountain, lake
  - e. Wholes to parts – bedroom, bed, pillow
  - f. Scientific groups – Flowers, carnation, rose
- (4) Look for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember. For example, it is easy to remember the nine planets when you know that “My Very Educated Mother Just Showed Us Nine Planets.” (Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto)
- (5) Associate new things you learn with what you already know.
- (6) Use rhythm or make up a rhyme.
- (7) Visualize the information in your mind.
  - a. See the picture clearly and vividly.
  - b. Exaggerate and enlarge things.
  - c. See it in three dimensions.
  - d. Put yourself into the picture.
  - e. Imagine an action taking place.
- (8) Link the information together to give it meaning.
- (9) Use the information whenever you can. Repetition is the key to memory.



## TIPS FOR TAKING STANDARDIZED TESTS

- (1) *Concentrate.* Do not talk or distract others.
- (2) *Listen carefully to the directions.* Ask questions if they are not clear.
- (3) *Pace yourself.* Keep your eye on the time, but do not worry too much about not finishing.
- (4) *Work through all of the questions in order.* If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.
- (5) *Read all of the possible answers* for each question before choosing an answer.
- (6) *Eliminate any answers that are clearly wrong,* and choose from the others. Words like always and never often signal that an answer is false.
- (7) *If questions are based on a reading passage,* read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
- (8) *When you finish the test, go back through and check your answers for careless mistakes.* Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
- (9) *Do not be afraid to guess at a question.* If you have a hunch you know the answer, you probably do!
- (10) *Use all of the time allotted* to check and recheck your test.

## LISTENING SKILLS

Listening (unlike hearing, which is a physical process not requiring thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

### To help develop listening skills:

- *Approach the classroom ready to learn:* leave personal problems outside the classroom. Try to avoid distractions.
- *Even if you do not sit close to the teacher,* focus your attention directly on him/her.
- *Pay attention to the teacher's style* and how the lecture is organized.
- *Participate;* ask for clarification when you do not understand.
- *Take notes.*
- *Listen* for key words, names, events and dates.
- *Don't make hasty judgments;* separate fact from opinion.
- *Connect what you hear* with what you already know.

## HOMEWORK SKILLS

- *Keep track of your daily assignments* in this datebook so you will always know what you have to do.
- *Homework is an essential part of learning.* Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it.
- *Realize that homework is considered an important part of learning.* Not doing your homework because you do not believe in homework is self-defeating behavior.
- *It is your responsibility to find out what you have missed when you are absent.* Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in. If you are out for three days, your homework may be requested through the office.
- *Have a place to study that works for you* – one that is free from distractions. Be honest with yourself about using the TV or stereo during study time. Make sure you have everything you need before you begin to work.
- *Develop a schedule that you can follow.* Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- *Prioritize your homework* so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- *Study for 30-40 minutes at a time,* then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.





## SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your teachers say. Some teachers will use the chalkboard or an overhead projector to outline these key ideas. Others will simply stress them in their discussion.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.



## PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

### {1} Organization – Getting organized is the first step to success.

- Remember that you are responsible for knowing about and completing your assignments and special projects.
- Make sure you have a planning calendar to write down your homework, extracurricular activities, community activities and home responsibilities.
- Make sure you have all the materials you need when you go to class and when you do your homework.



### {2} Time Management – Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.

- Plan a definite time to do your homework.
- Plan time for extracurricular and social activities as well as home responsibilities.
- Commit yourself to your time plan, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

### {3} Set Priorities – If you have lots to do, it is important to set priorities.

- Rank each task in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
- When doing homework, start with the subject in which you need the most improvement.
- Check off finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

### {4} Set Goals – Just wishing to get better grades or to excel in soccer accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

- Be specific. List specific goals for each academic subject. Also list goals for other school and home activities.
- Set time limits. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- Set realistic goals. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- Draw up a step-by-step plan of action for reaching each goal; then go for it!
- Write your goals down, and put them in several places (your locker, your planner, your bulletin board) so you will see them several times a day.
- Share your goals with others – your parents, teachers, good friends, etc. They can give you encouragement.
- Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- Reward yourself when you reach a goal.

## PREPARING FOR COLLEGE



### The College Application Process

- (1) The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.
- (2) Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for a consistent performance in all subjects.
- (3) Take the SAT or ACT in the spring of your Junior year. If you feel the score does not reflect your ability, take the exam again during your Senior year.
- (4) Look at as many potential colleges as possible. Do not limit your options.
- (5) Visit as many campuses as possible and talk to students, staff, and the office of admissions while at the college.
- (6) Send applications to prospective colleges beginning in early fall of your senior year. You can obtain applications and information in the guidance office.
- (7) Fill out any potential scholarship forms and send them to the appropriate personnel.
- (8) Allow at least two weeks for your counselor to process your applications.
- (9) Many schools will respond to your application within four to six weeks.

### Steps for Juniors

- (1) Talk to your counselor about filling your junior-year class schedule with coursework in English, Foreign Language, Social Studies, Science, and Mathematics. It is recommended that students take as many Mathematics courses as possible.
- (2) Colleges are looking for well-rounded students in the Arts, Business, Drama, and Speech.
- (3) Find out when potential universities are visiting your school or when your school is going on visitations to potential colleges.
- (4) It is best to visit campuses when classes are in session. (Not spring break, Christmas, or any major holiday.)
- (5) Take a course that prepares you for the SAT or ACT.
- (6) At the end of your junior-year, take the PSAT exam to practice and gauge yourself for the SAT.
- (7) Start applying for any scholarships for which you feel you are qualified.
- (8) If you know your intended field of study in college, schedule your senior year with an emphasis in that area.
- (9) Plan to visit as many colleges during the summer as possible.

### Steps for Seniors

- (1) Attend as many college fairs as possible in your local area.
- (2) Visit as many institutions and universities as possible. It is best to visit campuses when classes are in session. (Not spring break, Christmas, or any major holiday.)
- (3) When visiting colleges, meet with the admissions office and financial aid office as well as speak with professors in your intended field of study.
- (4) Talk to older friends and students about that particular college or university.
- (5) Register for the SAT or ACT entrance exams.
- (6) Make a list of admission deadlines at the colleges you are interested in attending.
- (7) Submit completed college applications to your guidance counselor, and be sure to include any application fees.
- (8) File a financial aid form.
- (9) Inquire about any available scholarships, and be sure to meet the appropriate requirements and deadlines.
- (10) Keep a file of any correspondence from potential colleges for future reference.

# SUCCESS SKILLS {basic résumé writing}

## BASIC RÉSUMÉ WRITING

### The Functional Résumé Format

*The Functional format is useful for graduating high school or college students who do not have extensive job experience. This type of résumé emphasizes skills and accomplishments achieved in school, activities, internships and in life.*

*These are the 5 basic parts →*

- (1) **Header:** your name, address, phone number.
- (2) **Job objective:** a short statement describing how you can be of help to the employer and what you intend to do (i.e., sell, design, operate, manage).
- (3) **Qualifications:** a brief list or statement highlighting your background, your strengths, and what you want your employer to know about you. This can be optional.
- (4) **Skills/Achievements:** a description of your abilities, accomplishments, and areas of competence. These can also be grouped under headings, such as *Office Skills*, *Technical Experience* or *Planning/Organization*.
- (5) **Education:** a list of all formal education, workshops, seminars, internships, school-related activities, and on-the-job training (if any). The most recent should come first.

### Remember:

- Use only 1 or 2 typefaces in the design of your résumé.
- Use short phrases instead of long sentences and paragraphs.
- Line up all headings to keep your résumé looking clean and professional.
- Use good quality bond paper: A neutral color such as white or ivory is recommended.
- Do not include salary requirements.
- Do not include personal information such as date of birth, height, weight, marital status, health, religion or hobbies.
- Do not use the word *résumé* at the top of the page.
- Keep your résumé to one page in length.
- Have a list of references (names, company names, phone numbers) ready to give if requested.

### Use Action Words to Describe Skills

accomplished	charted	evaluated	issued
activated	classified	executed	launched
administered	coordinated	formulated	lectured
advanced	communicated	gathered	managed
advised	completed	generated	organized
analyzed	computed	guided	outlined
arranged	critiqued	implemented	refined
applied	delegated	improved	reorganized
assembled	designed	initiated	streamlined
attained	determined	instituted	trained
automated	developed	instructed	updated
budgeted	devised	introduced	utilized
calculated	established	invented	wrote

## SAMPLE RÉSUMÉ

### Joe Anybody

1234 Oak Street  
Anytown, IN 49503  
555-555-1212

**OBJECTIVE** A position using my computer graphic and illustration skills to design web sites.

**QUALIFICATIONS**

- Very strong interest in web design and computers
- Well-organized and very reliable
- Natural creative abilities
- Self-starter

**TECHNICAL SKILLS**

- Self-taught in computer graphics and illustration programs
- Illustrated school newspaper with my own clip art
- Assisted in design of school web site for 1.5 years
- Ability to type 70 words per minute with 90% accuracy
- Experience with such word processing programs as MS Word
- Knowledgeable in both IBM and Macintosh computer systems

**EDUCATION**

- West Central High School  
(Graduating in May 2005)

**MEMBERSHIPS**

- Computer Club
- Students Against Drunk Driving (SADD)
- Honor Roll

**REFERENCES** -Available upon request



## CLASS SCHEDULE {first semester}

## FIRST SEMESTER

[illegible]

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						

# CLASS SCHEDULE {second semester}

## SECOND SEMESTER

Subject	Instructor	Office	Telephone

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						

## PHONE NUMBERS

```
{important contacts}
```

[illegible]



# NOTES







# St. Andrews Presbyterian College Community Honor Code

I promise to be a contributing member of  
the St. Andrews Presbyterian College community  
and supportive of its mission:

- To be **responsible** for my choices of behavior,
- To be **honest** in all my academic endeavors,
- To be **respectful** of the property and person of others,
- And to **live in harmony** with the social and  
natural environments which sustain this community.



**St. Andrews**  
PRESBYTERIAN COLLEGE  
*www.sapc.edu*

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